

ACCESS & INCLUSION CHECKLIST

Events and Functions

A guide designed to assist with planning, delivering, and evaluating events and functions to optimise accessibility and inclusion for people of all ages, backgrounds and abilities.

PURPOSE OF THE CHECKLIST

The purpose of this checklist is to guide event organisers in considering practical ways to make events and functions more accessible and inclusive to ensure people of all ages, backgrounds, and abilities can participate comfortably and equitably. Consider each of the items in the table below and nominate if it is a relevant consideration by inserting 'Yes', 'No', or 'Not applicable' into the checklist.

PRE-EVENT PLANNING

ITEM	YES / NO / NA
Research and consider any cultural significance of the event, date, and/or venue, including local First Nations cultural significance (if relevant)	
Consider the proposed date of your event and undertake research to assess any days of significance that may be scheduled by others on the same day (e.g. cross-promoting with your event; or to avoid clashes)	
Consider cultural, socio-economic, and neurodiversity factors in pre-event planning	
Involve community members in event planning (where possible)	
Use publicly available resources to guide planning. <i>Note: For more info see website linked here - Department of Health Event Guidelines</i>	
Consider activities that will foster social connection across demographics and abilities	
Review the City of South Perth's Access and Inclusion Plan during your pre-event planning for other ideas. <i>Note: For more info see website linked here - Accessibility and inclusion</i>	

VENUE PLANNING

ITEM	YES / NO / NA
Before booking a venue: Review publicly available information and community perceptions of the proposed venue	
Book an appropriate venue based on the anticipated weather conditions, attendance and demographic	
Is the venue accessible by public transport?	
For indoor venues, are the entry doors automatic or easy to open?	
Is there a continuous accessible path to the venue?	
Are doors, rooms and hallways wide enough for mobility devices?	
Are all levels accessible via ramps or lift?	
Is circulation space adequate (minimum of 1.5m x 1.5m clear space is recommended for wheelchair users)?	
Are ramps compliant under Australian Standards AS 1428.1?	
Is the reception desk/event information booth accessible?	
If a stage is required, will the stage be accessible for all users?	

Do stairs have handrails and contrasting strips?	
Are accessible toilets/Changing Places facilities available nearby and easy to locate? <i>(Note: Changing Places facility requires MLAK key for access)</i>	
Is a hearing loop installed?	
Are there rest areas and water stations for certified assistance animals?	
Is there seating allocated for accessible use (seats with varied heights and armrests, or a designated seating area with adequate space and visibility)?	
Are purpose-specific spaces available (prayer, quiet room, family room)?	
Is the venue well-lit, including outdoors?	
Are charging stations for assistive tech available?	
Is tactile signage available?	
Are symbols used alongside text signage?	
Are children's needs considered (play space, seating)?	
Are the needs of older people considered (e.g. venue has seating areas to enable older people to sit/rest if required; signage is visible/larger print etc.)?	
Is the ground flat and even (or can temporary matting be hired/installed)?	
Has adverse weather been planned for?	
Is there adequate shade/sunscreen available?	
Are venue pathways sufficient and free from obstacles?	

TRANSPORT & PARKING PLANNING

ITEM	YES / NO / NA
Consider how many ACROD/Priority parking bays your event is likely to require? (Recommended ratio of 1:200)	
Are accessible bays clearly marked and easy to find?	
If the venue has an underground carpark, is the roof at least 2500mm high?	
Can your event incorporate a drop-off zone suitable for all vehicles?	
Is the carpark and venue accessible for mobility devices?	

Is there a continuous accessible path of travel from the parking to venue that is clear of obstruction?	
Are accessible public transport options available?	
Have you considered accessible shuttle buses or taxis?	

COMMUNICATION & PROMOTION PLANNING

ITEM	YES / NO / NA
Is font at least 12 pt sans serif (16 pt preferred)?	
Are contrasting colours used?	
Is matte paper used for printing?	
Is person-first and gender-inclusive language used?	
Is plain, simple, strength-based language used?	
Are universal access symbols included?	
Are images described and videos captioned?	
Is all accessibility information clearly stated?	
Are guests invited to share access requirements?	
Are multiple contact methods provided?	
Are materials available in alternative formats?	
Is visual clarity maintained (no watermarks, clutter)?	
If there is an event program, is a welcoming statement/Acknowledgement of Country included?	
Is transport, parking info and map included?	
Is the event advertised across diverse channels?	
Do booking systems meet accessibility standards?	

EVENT PLANNING

ITEM	YES / NO / NA
Can an event staff member or volunteer be stationed at the entrance to welcome guests on arrival?	
Are concessions or tiered fees available? Also consider offering free entrance for Companion Card holders.	
Is an Acknowledgement or Welcome to Country included?	
Are staff/volunteers' accessibility needs considered?	

Are speakers/vendors diverse?	
Is free water available for guests and assistance animals?	
Are staff and volunteers identifiable?	
Is signage clear (toilets, parking, info, charging, etc.)?	
Are purpose-specific spaces set up (ie; quiet space, parent room)?	
Is visible allyship demonstrated (flags, pronouns, etc.)?	
Are activities inclusive and affordable?	
Are dietary requirements catered for?	
Have the appropriate emergency services and the Department of Health been informed, if required? <i>Note: For more info see website linked here - DoH Events Registration</i>	
Are emergency exits and assembly points accessible?	
Are staff available to assist all people in emergencies?	
Have diverse needs been considered (language, disability, children, older people)?	

PRE-EVENT BRIEFING WITH STAFF/VOLUNTEERS/CONTRACTORS

ITEM	YES / NO / NA
Are staff/volunteers/contractors trained in inclusion?	
Are evacuation procedures understood and have Personal Emergency Evacuation Plans been factored in?	
Do staff know how to interact with assistance animals?	
Is additional training required?	
Is First Aid accessible and disability-aware?	
Have accessibility needs of other event personnel (e.g. performers) been considered?	

EVENT DAY PLANNING

ITEM	YES / NO / NA
Are trip hazards removed in and around the event site?	
Has a full accessibility walkthrough been completed?	
Are maps and accessibility features clearly visible?	
Is there a clearly marked first aid point?	

Are Auslan interpreters present and visible?	
Is sufficient seating provided? (consider allocating a seating area for people with mobility challenges)	

POST-EVENT EVALUATION

ITEM	YES / NO / NA
Is it clear how attendees can share feedback, compliments or complaints?	
Does the event evaluation ask about accessibility and inclusion?	
Is there a plan to review and act on feedback?	