# **Public Events** – **Accessibility Checklist**

When planning an event it is important to consider the accessibility needs of members of the community. These checklists have been adapted by one produced by [Equal Access Australia](https://www.disabilityaccessconsultants.com.au/) to help individuals and organisations make sure their events are accessible.

**Read the statement and put a tick in the right column if your answer is yes. For your event to be accessible, you should be able to tick yes for all items that are relevant.**

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| **Information about the event** | **Tick for yes** tick box. |
| Language used is in plain English – simple and easy to understand. |  |
| Information is available in printed and electronic formats. |  |
| Bookings can be made in multiple ways (e.g. online, by phone or in person). |  |
| Online booking system is accessible (if relevant). |  |

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| **Event Venue / Location** | **Tick for yes**tick box. |
| The venue is within an accessible location (i.e. accessible by public transport, external paths, etc). |  |
| All entrances and pathways are accessible for people that use wheelchairs and/or mobility scooters (at least 1 metre wide). |  |
| There are accessible bathrooms that are free from clutter available. |  |
| If requiring a speaker system or public address system, there is a hearing augmentation system (e.g. a hearing loop) available. |  |
| There is clear signage. |  |
| There is good lighting and no flashing lights. |  |
| There is a quiet room available. |  |
| There is food available at the venue or nearby to suit a variety of dietary requirements. |  |
| Support persons and/or companions are welcome at the event. |  |
| There is a concession option for tickets. |  |

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| **Performances and shows** | **Tick for yes**tick box. |
| There is wheelchair specific seating available. |  |
| Captioning, Auslan interpretation and/or hearing augmentation has been organised. |  |
| Service counters, ticket booths and sales counters are at a wheelchair accessible height. |  |
| There are security staff on site. |  |
| There is a quiet space available. |  |