

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](#) 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.

Information about the event	Tick for yes ✓
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).	



Event Venue / Location	Tick for yes ✓
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.	



Performances and shows	Tick for yes ✓
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.	

