

Accessible Events Checklist

Purpose:

Use this checklist as a helpful guide when planning an activity, event, function, workshop or public program in the City of Melville. It is a practical planning tool, not a substitute for any required event approvals. Not all items may be suitable for your activity.

1. Promotion and event information

- ☐ Use plain English and easy-to-read fonts such as Arial, Helvetica or Aptos.
- ☐ Use text that is large enough to read, with strong colour contrast and no busy background, graphics behind text.
- ☐ Provide key event information in accessible formats where practical, such as HTML/web text, large print or plain text email.
- ☐ Include information about venue access, accessible parking, drop-off-points, toilets, public transport and any known access limitations.
- ☐ Invite people to tell the organiser about access requirements before the event.
- ☐ Provide more than one contact option where possible, such as phone and email.
- ☐ Make booking, RSVP and ticketing processes accessible, including options for people who cannot easily complete an online form.

2. Communication and participation supports

- ☐ Consider whether Auslan interpreters, live captioning, hearing loops or other communication supports are needed for the audience and event type.
- ☐ If an Auslan interpreter is used, make sure the interpreter is visible to the audience and clearly lit.
- ☐ If hearing loops or assisted listening systems are available, tell participants before the event and check placement and signage.
- ☐ Use microphones for speakers and questions where practical, even in smaller venues.
- ☐ Provide written or visual information to support spoken instructions where practical.
- ☐ Brief speakers, staff, volunteers and contractors about inclusive communication and access requirements.

3. Venue, building and path of travel

- ☐ Check there is an accessible path of travel from parking, public transport or drop-off areas to the event space.
- ☐ Check the entrance is level or has a suitable ramp nearby if there are steps or thresholds.
- ☐ Check entry doors and internal doors are wide enough and easy to open.
- ☐ Check ramps, stairs and changes in level are safe, well lit, signed and have handrails where required.
- ☐ Check floor surfaces are firm, stable and slip resistant, with no loose mats, cords or tri hazards.

Accessible Events Checklist cont...

3. Venue, building and path of travel continued...

- ☐ Check toilets, lifts, information points, registration desks and event spaces are clearly signed.
- ☐ Check the venue and access routes are well lit.
- ☐ Check the registration, ticketing or information desk can be used by a wheelchair user or person of short stature.

4. Parking, transport and arrival

- ☐ Identify accessible parking bays and include this information in event material.
- ☐ Check the accessible parking or drop-off point is close to the accessible entrance where practical.
- ☐ Provide clear information about public transport options where available.
- ☐ Provide maps, arrival instructions or wayfinding signage for larger venues, outdoor areas or multi-space events.
- ☐ Make sure staff or volunteers know where accessible parking, toilets, entrances and quiet areas are located.

5. Seated functions and room layout

- ☐ Check walkways are wide enough for mobility aids, prams and safe two-way movement
- ☐ Leave enough space between tables and chairs for wheelchair users and people using mobility aids.
- ☐ Provide seating options, including spaces for wheelchair users to sit with companions.
- ☐ Check tables have enough knee clearance for wheelchair users where table seating is provided.
- ☐ Reserve accessible seating areas if needed and make this clear to staff and volunteers.

6. Outdoor events and temporary infrastructure

- ☐ Check the ground surface is suitable or provide matting or temporary accessible paths where practical.
- ☐ Place marquees, stalls, food vendors, bins and signage so they do not block accessible paths of travel.
- ☐ Consider shade, seating and rest points for people who need to pause or cannot stand for long periods.
- ☐ Check temporary toilets include accessible options where toilets are provided.
- ☐ Check cables, hoses, pegs and temporary structures are managed to reduce trip hazards.
- ☐ Consider weather impacts on access, such as heat, rain, mud, wind or poor lighting.

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7. Food, drink and service areas

- ☐ Place food, water and service counters where they can be reached by wheelchair users and people of short stature.
- ☐ Keep queues and service areas clear and step-free where practical.
- ☐ Provide seating close to food or refreshment areas where practical.
- ☐ Identify dietary information clearly where food is provided.
- ☐ Make water stations easy to find and use.

8. Quiet space, sensory access and inclusion

- ☐ Consider providing a quiet space or low sensory area away from noise, crowds and bright activity.
- ☐ Tell participants if the event includes loud noise, flashing lights, smoke, strong smells or crowded spaces.
- ☐ Provide clear start, finish and schedule information so people know what to expect.
- ☐ Consider flexible participation options, including drop-in attendance or early entry where appropriate.
- ☐ Involve people with disability or access knowledge in planning where practical.

9. Safety, emergency planning and support

- ☐ Include accessibility in the event risk assessment and emergency management plan.
- ☐ Check emergency exits and evacuation routes are accessible or that safe alternative arrangements are in place.
- ☐ Brief staff, volunteers, security and contractors on access arrangements and who to contact if an issue arises.
- ☐ Keep contact details for the event organiser available at the event.
- ☐ Review access issues after the event and record improvements for next time.