**Disability Access + Inclusion at events**

Accessibility isn’t only about people who use wheelchairs – it can also include people with vision or hearing loss, people who need to travel with support people, people with learning challenges, allergies and intolerances, as well as considering people of all ages and abilities. Providing people with multiple ways to book also helps events to be more inclusive.

This checklist is a guide for event organisers to increase participation of people with a disability, ensure accessibility and consider needs of community members during the planning stages.

The checklist is not exhaustive but is a good place to start when planning your event. Always remember to ask each attendee about their unique requirements; never assume.

|  |  |
| --- | --- |
| EVENT NAME  |  |
| EVENT ORGANISER |  |
| EVENT DATE / TIME |  |
| EVENT LOCATION |  |

THINGS TO CONSIDER

|  |  |
| --- | --- |
| **INVITATION** | NOTES |
| [ ]  | Have you used a plain font (such as Helvetica or Arial) in your invitations and promotional material? |  |
| [ ]  | Is all text a minimum of 14-point type size? |  |
| [ ]  | Do your invitations and promotional material show accessible features? e.g. wheelchair or Auslan symbols |  |
| [ ]  | Does it include details for people to contact the event organiser?  |  |
| [ ]  | Have you asked invitees to communicate any specific requirements? |  |
| **VENUE** | NOTES |
| [ ]  | Have you inspected the venue prior to booking? |  |
| [ ]  | Does the venue have accessible parking bays? |  |
| [ ]  | Does the venue have step free access as an alternative to any steps or stairs on the site? |  |
| [ ]  | Does the venue have wide self-opening or easy to open doors? |  |
| [ ]  | Are there clear external and internal directional signs including symbols? |  |
| [ ]  | Is there ease of access when moving around venues? |  |
| [ ]  | Are there accessible facilities and amenities? |  |
| [ ]  | Does the venue have adequate lighting? |  |

|  |  |
| --- | --- |
| **COMMUNICATION** | NOTES |
| [ ]  | Does the venue have an audio loop or assistive technologies installed? |  |
| [ ]  | Is there a position where the interpreter will stand, so people who are hard of hearing can see the face and hand movements of the person speaking? |  |
| [ ]  | Ensure the presenter/interpreter is in a visible position for all to see |  |
| **SIGNAGE** | NOTES |
| [ ]  | Does the event have clear, directional signage to main areas? |  |
| [ ]  | Does the event have clear, directional signage to toilets? |  |
| **SEATED EVENTS** |  |
| [ ]  | Are there sufficient walkways in the function room (1000mm or wider)? |  |
| [ ]  | Is there 900 mm space between tables? |  |
| [ ]  | Is there 710 mm to 840 mm space under the table to allow a wheelchair to slide comfortably underneath? |  |
| **OTHER CONSIDERATIONS APPLICABLE TO YOUR EVENT** | NOTES |
| [ ]  |  |  |
| [ ]  |  |  |
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| [ ]  |  |  |
| [ ]  |  |  |

COUNCIL’S DISABILITY ACCESS AND INCLUSION PLAN (DAIP)

After public consultation, Berri Barmera Council has endorsed our [2020-2024 Disability Access and Inclusion Plan (DAIP)](https://www.berribarmera.sa.gov.au/__data/assets/pdf_file/0035/784835/Disability-Access-and-Inclusion-Plan_Final_2020.pdf). Alternative reading formats of this plan will be available soon.

The Plan aims to address current and emerging accessibility issues while setting realistic actions that support our current community and future generations. The strategies and actions are designed to guide the Council’s decision-making and delivery of services and programs and acknowledges that an accessible and inclusive community is required to support the prosperity and health of our residents.

CREATING AN INCLUSIVE BUSINESS

The Riverland’s Local Area Coordinator has developed an information pack which is based on information from the AND Australian Network on Disability website. This information is a snapshot of what the network can provide to businesses with support in becoming or maintaining inclusive practices for all customers and employees. If you would like a copy of the information pack or to meet to discuss ideas for making your business more inclusive for customers and/or employees, feel free to contact:

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