

Disability Inclusive Event Checklist

This checklist includes the minimum requirements and inclusive practice considerations for delivering accessible and inclusive events.

It is designed to be used as a tool to guide event planning.

- The minimum requirements are intended to meet legislative requirements
- The inclusive practice considerations are those we encourage all event holders to achieve where possible.

Visit Wollongong City Council’s website for more information to help you improve accessibility and inclusion at your event.

Physically accessible venues, spaces, and facilities				
Element	Minimum	Inclusive	Yes/No /NA	Notes/Treatment
Accessible Entrance				
Flat, level step free entrance/s to venue	X			
Doorways are a minimum of 1000mm wider is better to accommodate large wheelchairs and mobility scooters	X			
Less than 100m from closest accessible parking		X		
Continuous accessible paths of travel				
Continuous accessible paths of travel (CAPT) from any public transport, parking or drop off points to the venue entrance	X			
CAPT from the entrance to all destinations at the event	X			
Surfaces are not uneven, grass and/or gravel (where possible)	X			
Event infrastructures is not blocking paths of travel or kerb ramps (such as stalls, sign, traffic barriers, temporary art installations)	X			
Use of existing footpaths and kerb ramps is maximised by locating event infrastructure adjacent to these pathways (such as stalls,	X			

food vendors, accessible toilets, drop off zones, stages)				
Temporary access matting for CAPT provides a smooth, flat level surface and is compliant with AS1428.1	X			
All paths of travel are continuous with no breaks or gaps	X			
All event staff are aware they must not block/obstruct CAPT	X			
Accessible toilets				
Provide wheelchair accessible toilet with good circulation width 1900mm and length 2300mm minimum	X			
Outdoor portable accessible toilet/s located next to CAPT on a flat, level surface. If entry is via ramp, it is not greater than 1:14 incline (Australian Standard 1428.1)	X			
Wayfinding Signage				
Uses a minimum 18-point sans serif type font e.g., Arial or Helvetica, avoid using all capitals	X			
Do not use underline text or italics, highest contrast between text and background, use access icons, ensuring text is horizontal and straight not vertical and non-reflective surface	X			
Includes directional arrows	X			
Located at decision making points such as entrances	X			
Direction provided to key event destinations such as performance spaces and food service areas	X			
Directions provided to accessibility elements such as accessible toilets, accessible seating and viewing areas	X			

Signs provided at key destination points to mark them	X			
Directional signage installed at a height that can be seen from a distance (consider the expected crowd density at your event and wheelchair users)	X			
Signage does not obstruct continuous accessible paths of travel and provides a 2000mm height clearance	X			
Mobility parking and accessible public transport				
Accessible public transport options are identified and promoted		X		
A step free CAPT is available between public transport and drop off/pick up points and the event. Where possible provide regular rest points along the walking route, every 50 to 75 metres		X		
Consider buggy services for people with restricted mobility		X		
Closest on street and mobility parking bays in close by car parks are identified		X		
Minimum of 1% on-site as accessible parking or 2 designated on-street within 200m, where possible		X		
Clearly identified accessible drop off zone/s provided close to entrance		X		
Guide Dogs and Assistance Animals				
Adequate facilities provided for assistance animals (grass and water)		X		

Opportunities for inclusive participation

Element	Minimum	Inclusive	Yes/No /NA	Notes/Treatment
Accessible seating and viewing areas				
Seating provided for wheelchair users is dispersed amongst non-wheelchair spaces to enable people with disability to sit with their friends and family		X		
<p>Where there is only general spectator viewing no-standing areas or designated accessible viewing areas or platforms are provided. Ensure that these viewing areas are:</p> <ul style="list-style-type: none"> - Located next to a CAPT - With clear sightlines to the event or screens for viewing of Auslan interpreting, audio description and captioning - Clearly indicated on event map - Promoted on event webpage/website - If possible, have booking system - Inclusive of friends and family of people with disability - Described as “accessible seating or viewing area” – not disabled or wheelchair area 		X		
Seating with backs and arm rests are available		X		
Rows of seating are appropriately spaced for people to manoeuvre between them		X		
Ticketing system allows people to book seating that suits their needs and allows them to sit with family and friends. Or if system is not available contact details are provided to organise booking		X		

People who are Deaf or hard of hearing can choose seats with a clear view to Auslan Interpreters and screens with captioning		X		
Accessible customer service areas				
A continuous accessible path of travel is provided to the customer service area/s		X		
Counters have a wheelchair accessible section 830 -870mm high for a minimum length of 900mm with leg clearance underneath If accessible counter heights are unable to be provided, staff are aware and available to assist people with disability to access service		X		
Signage is in the following format: <ul style="list-style-type: none"> - Minimum 18point font - Arial or sans serif style font - High contrast Uses upper- and lower-case text (not all capitals)		X		
Temporary and moveable furniture				
Seats with backs and arm rests are available		X		
A minimum 1200mm is provided between and around each dining setting to allow for circulation		X		
Minimum of 25% of tables are provided at a wheelchair accessible height 830mm-870mm with an underside leg clearance of a minimum of 800mm to 840mm, and a length of 900mm (between the legs)		X		
Furniture has good colour contrast to surrounding surfaces		X		
Emergency Egress				

A dedicated resource staff person or emergency services personnel are available to assist people with disability if required		X		
Inclusive participation				
Assisted hearing devices provided such as hearing loops within venue or facility or portable hearing loops for outdoor events and activities for people who are hard of hearing)		X		
Microphones provided at both indoor and outdoor events		X		
Captioning of spoken content provided via large screens, tablets, video content (for people who are hard of hearing)		X		
Audio description of visual elements provided such as performance, art, fireworks, and video content (for people who are blind or have low vision).		X		
Auslan Interpreting provided for spoken content – speeches and performances (for people who are Deaf)		X		
A Quiet Space provided close to the event or activity. Consider promoting quieter times at the event for people with sensory sensitivity (if known)		X		
A Social Story is available about the event		X		
A Quiet Tour in the lead up to the event is offered to prepare people with sensory sensitivity on what to expect		X		
Power points provided for mobility scooters		X		
Performers/artists/stall holders with disability engaged to deliver the event - ask if they need adjustments		X		

Patrons to be warned about loud noises, lighting effects or special effects about to occur		x		
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Accessible event information

Element	Minimum	Inclusive	Yes/No /NA	Notes /Treatment
Online information				
Online event information is digitally accessible. Note: All government agencies should comply with current WCAG Web Accessibility Standards	Min for Gov agencies	X		
Downloadable documents are available in alternative formats (minimum - a word version formatted for accessibility). Note: All government agencies should provide digital communication that complies with current WCAG Web Accessibility Standards	Min for Gov agencies	X		
Information is provided about the key access features of the event and contact details for further information. Either as a dedicated accessibility webpage or in the event information		X		
Online booking system enables people to book accessible seating and support requirements (or contact details provided)		X		
Information about accessibility features at the event are available on the webpage, for example: <ul style="list-style-type: none"> - Closest accessible public transport location - Closet on-street mobility parking space and carpark with accessible parking - Closest accessible drop-off zone - The location/names of roads closed or affected by event - Accessible seating and viewing area and booking details - Availability of Auslan interpreting, captioning, hearing loop and audio description 		X		

<ul style="list-style-type: none"> - Map of key event destinations, accessibility features and continuous accessible paths of travel - Provide options to contact event organisers email, contact number, National Relay Service - Contact details for assistance on the day 				
Promotional Material				
<p>Promotional material provided in an accessible format. Examples include:</p> <ul style="list-style-type: none"> - Plain text emails - HTML email – where images are included with appropriate alt text to describe them - Word document formatted for accessibility - PowerPoint document formatted for accessibility <p>Note: All government agencies should comply with current WCAG Web Accessibility Standards</p>	X			
<p>Printed promotional material:</p> <ul style="list-style-type: none"> - Minimum of 12-point sans serif type font e.g., Arial or Helvetic - Single spacing between lines - In upper and lower case (avoid words in all capitals) - No underlined text or italics, - Highest contrast between text and background - Horizontal and straight text not vertical - Printed on non-reflective matt paper - Includes: - Contact details, including telephone number, email address and website for more information provided 		X		

<ul style="list-style-type: none"> - A statement to ask patrons to let you know if they have accessibility requirements included - Advertise acceptance of companion cards if appropriate - Distribute accessible marketing material to <u>local disability organisations</u> [insert hyperlink to Appendix 1] 				
Inclusive language				
Inclusive and accessible language is used in all event material	x			

Attitudes and awareness

Element	Minimum	Inclusive	Yes/No /NA	Notes /Treatment
Staff attitudes and awareness				
<p>Event staff, volunteers, and contractors (including security and food vendors) are briefed about the key access features at the event. This may include:</p> <ul style="list-style-type: none"> - A basic induction for appropriate language to use when communicating with people with disability - The locations of accessible seating and viewing areas, accessible parking accessible toilets, continuous accessible paths of travel, accessible entrances and exits, lifts, and other features - The availability of captioning, audio description and hearing loops - The availability of Auslan interpreters and the most appropriate viewing locations - Information about the non-accessible features of the event - Information about quiet space - Emergency evacuation procedures for everyone including people with disability 	X			
Disability awareness training has been provided to event staff		X		
<p>A dedicated access officer or staff member with specialist access or disability knowledge is provided as part of the event</p> <p>Their contact details are provided in marketing material</p>		X		