

# Event Access and Inclusion Checklist

## Definitions:

**Access** refers to physical access to the built, natural and virtual environment, including buildings, recreational facilities, parks, reserves, events, and media and communication.

**Inclusion** occurs when a diversity of people (e.g. of different age, sexual and/or gender diversity, culture and ability) feel welcome and respected, have access to opportunities, and can contribute and participate in activities and events.

This checklist is designed to enable organisers to consider how to create an event where attendees feel welcome, can easily attend and participate. By actioning a range of checklist considerations, organised events will comply with the Shire's Access and Inclusion Informing Strategy 2022/2026.

## Event Promotional Material

### Text

|                                                                                                                                                                           | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Are you using Arial font in your invitations and promotional material?                                                                                                    |     |    |
| Is all text at least a minimum of 12 point type size?                                                                                                                     |     |    |
| Is the text uncluttered with an absence of background graphics and patterns?                                                                                              |     |    |
| Have you used simple language and avoided the use of acronyms?                                                                                                            |     |    |
| Have the invitations and promotional material been printed on matt paper and in contrasting colours? For example: light coloured text on dark backgrounds and vice versa. |     |    |
| Have you considered captioning of video content and the use of visual descriptions on images shared on social media platforms?                                            |     |    |

### Content

|                                                                                                                                                         | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Have you considered the target audience for your event and how you will promote this to the wider community to ensure all people feel welcomed?         |     |    |
| Have you considered providing your promotional material in alternative formats? For example: PDF, online event, plain text or text to speech voiceover. |     |    |

|                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Have you clearly outlined if there are any relevant warnings required? For example: this event contains strobing lights, flashes, loud music etc.                                                                                                                                                                                                                                                               |  |  |
| Have you included event organiser contact details to enable attendees to request additional information or support?                                                                                                                                                                                                                                                                                             |  |  |
| Have you used images to clearly articulate what the event is about?                                                                                                                                                                                                                                                                                                                                             |  |  |
| If there is ticketing for the event, is the ticketing website compliant with the above text checklist?                                                                                                                                                                                                                                                                                                          |  |  |
| Does your promotional material include information about accessible parking and toilets?                                                                                                                                                                                                                                                                                                                        |  |  |
| Does your promotional material include applicable wording such as: <ul style="list-style-type: none"> <li>• If you have dietary requirements such as any allergies or food sensitivity please contact the event organiser.</li> <li>• If you have any access or inclusion requirements please contact the event organiser.</li> <li>• This information is available in different formats on request.</li> </ul> |  |  |
| Have you considered actively promoting inclusion through the use of logos on your promotional material?                                                                                                                                                                                                                                                                                                         |  |  |

## Event environment

### Transport

|                                                                  | Yes | No |
|------------------------------------------------------------------|-----|----|
| Does the venue have an accessible parking bay?                   |     |    |
| Is the accessible parking bay clearly identified?                |     |    |
| Is the distance from the car park to the entrance less than 40m? |     |    |
| Is there a set down area close to the event?                     |     |    |

### Pathways

|                                                                                                                                                                                                                                                            | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Have you considered the layout of your event to be accessible for people who use prams, wheelchairs, mobility aids or other assistive devices? For example: accessible path of travel with no obstacles, ramps, handrails, clearly visible entrance point. |     |    |

|                                                                                                  |  |  |
|--------------------------------------------------------------------------------------------------|--|--|
| Does the entrance door need to be propped open to allow an accessible pathway into the building? |  |  |
|--------------------------------------------------------------------------------------------------|--|--|

### Event communication

|                                                                                                                                                                                                                                                                              | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Is an Auslan interpreter required for your event?                                                                                                                                                                                                                            |     |    |
| Will people who are Deaf, Deafblind or hard-of-hearing be able to participate in your event?                                                                                                                                                                                 |     |    |
| Does the event have clear directional signage?                                                                                                                                                                                                                               |     |    |
| Has signage been created to advise attendees service/assistance dogs, guide dogs or hearing dogs are allowed?                                                                                                                                                                |     |    |
| Has an event site map been created showing the location of important amenities? For example: first aid station, toilets, information bay, rest spaces?                                                                                                                       |     |    |
| Has a communication board been created to assist people who are not able to successfully communicate their message through speech?<br>Note: A communication board displays a grid of symbols or illustrations and words. People can point to the board to deliver a message. |     |    |
| If relevant, do you have clear warning signage to identify any strobing lights, loud noises etc.?                                                                                                                                                                            |     |    |
| Have you considered creating an event program to distribute to attendees to help them feel prepared and so people know what to expect?                                                                                                                                       |     |    |
| Have you clearly identified key event staff? For example: through uniforms, lanyards, name tags etc.                                                                                                                                                                         |     |    |

### Toilets

|                                                                                                                                      | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Does the venue have a unisex accessible toilet? ▲<br>Please contact the Shire's Health Department on 9290 6742 for more information. |     |    |

### Other

|                                                                                                                    | Yes | No |
|--------------------------------------------------------------------------------------------------------------------|-----|----|
| If there is an accessible viewing area, will matting be provided if the event is on grass, to provide easy access? |     |    |

|                                                                                                                                                                    |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| Have you considered providing seating for people who may not be able to stand for the duration of the event?                                                       |  |  |
| Have you considered providing a water station for service/assistance dogs, guide dogs or hearing dogs?                                                             |  |  |
| Have you provided a quiet space designed to limit sensory input by reducing noise and lighting, and for those who may need a designated space away from the event? |  |  |
| Is there a 900mm space between tables to allow people using wheelchairs to manoeuvre and sit?                                                                      |  |  |
| Is there space under tables to allow a wheelchair to slide comfortably underneath?                                                                                 |  |  |

If you have answered no to the questions above please prioritise and place on the Access Barrier List. Please contact and discuss possible actions/solutions with the Shire of Mundaring on 9290 6715.

|    | Access Barrier List | Actions/Solutions |
|----|---------------------|-------------------|
| 1. |                     |                   |
| 2. |                     |                   |
| 3. |                     |                   |
| 4. |                     |                   |
| 5. |                     |                   |

▲ An accessible toilet is important for the inclusion of those people living with a disability attending events. Unisex accessible toilets are available for hire from external providers.