



City of Perth

## Disability Access and Inclusion Checklist for Events

As an Event Organiser, you may find this checklist helpful in understanding access and inclusion requirements for the community i.e. people with disability, older people, mothers with prams etc. Consideration and needs will vary depending on the people attending and the type of event, therefore you may find parts of this checklist more relevant than others.

The checklist will indicate whether people with disability can easily attend your event and participate, and if the event complies with the City's Disability Access and Inclusion Plan 2016-2020, which can be found at the [City of Perth website](#).

### Text

<ul style="list-style-type: none"><li>• Have you used a san serif font (such as Univers, Helvetica or Arial) in your marketing material?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is all text at least a minimum of 12-point type size?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Has the marketing material been printed on matte paper and in contrasting colours?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is the text uncluttered with no background graphics, patterns and watermarks? Directional signage at events should have a campaign banner only, with the directions in black fonts on white background.</li></ul>	<input type="checkbox"/>

### Content

<ul style="list-style-type: none"><li>• Did your website event listing include accessible information?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Did any maps include the location of accessible facilities such as parking and toilets?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Has a separate 'accessible map' been considered for the event/activation?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Did any marketing material state whether the venue is accessible to people who use wheelchairs, as well as any other features, by the way of symbols or other?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is written marketing material available on request in alternative formats?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Does the website event listing include a downloadable word version of the information that adheres to above text requirements?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• If there is ticketing for the event/activation, is the ticketing website compliant with the above text checklist?</li></ul>	<input type="checkbox"/>



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### Signage

• Does the event have clear directional signage to key facilities?	<input type="checkbox"/>
• Is the signage printed on contrasting colours and easy to read?	<input type="checkbox"/>
• Do Accessible Areas have visible signage in busy areas to be seen from afar (eg feather banners)?	<input type="checkbox"/>

### Transport

• Does the event venue have accessible parking bays?	<input type="checkbox"/>
• Is the accessible parking bay/s identified by the international symbol of access? This can be via a raised visible sign or ground markings.	<input type="checkbox"/>
• Is the distance from the car park to entrance less than 40m?	<input type="checkbox"/>
• Have you considered distance to nearest public transport options?	<input type="checkbox"/>
• Have you considered a set-down location for people with disability, particularly if parking is limited or some distance away?	<input type="checkbox"/>

### Continuous Accessible Path of Travel

• Is there a continuous accessible path of travel, including kerb ramps, to the event from the accessible parking bays?	<input type="checkbox"/>
• Is matting providing over grass for key areas?	<input type="checkbox"/>
• Is there ramps available for wheelchair users where there are steps?	<input type="checkbox"/>
• If there is a ramp, is the gradient no steeper than 1:14?	<input type="checkbox"/>
• Are entrances / doorways minimum 800mm?	<input type="checkbox"/>
• Are walkways 1200mm or wider?	
• Are there detour signs if usual pedestrian thoroughfares are obstructed or have been altered?	<input type="checkbox"/>
• Have you checked that any HVM installed does not obstruct access with a minimum 1000mm width still possible?	<input type="checkbox"/>
• Have you ensured tactile pavers are not obstructed and if essential to obstruct, has the Visibility associations been notified in advance?	<input type="checkbox"/>



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### Toilets

<ul style="list-style-type: none"> <li>Does the event have unisex accessible toilet/s? Note: Not all 'disabled/accessible toilets' are 'fully accessible'. Please take into consideration when choosing a toilet supplier. ie: A foot pump may not be the most appropriate option to flush or a step/lip at entry is difficult for a wheelchair to drive over.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is the toilet situated on a hard surface or is matting provided on grass to access the toilet with a wheelchair?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are baby-change facilities provided or nearby?</li> </ul>	<input type="checkbox"/>

### Communication

<ul style="list-style-type: none"> <li>Has an Auslan interpreter been booked?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the Auslan interpreter have a location to stand, where people who are deaf or hard of hearing can see both the person speaking and interpreter's face and hand movements?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Can the lighting technician ensure that light is clearly and evenly distributed to the face and upper body of the interpreter?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has there been consideration to whether a booking system is required for those needing a location to view the interpreter from?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has 'picture in picture' been considered for interpreters when the event has big screens?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has an audio-describer been booked with a booking system available for the headsets arranged?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the film have closed captions? Has the closed captions been advertised on marketing material including the website and Facebook event pages?</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does your wording use Auslan (not AUSLAN) and hard of hearing and deaf as opposed to hearing impairment?</li> </ul>	<input type="checkbox"/>



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### Viewing Space

<ul style="list-style-type: none"><li>• Is there an accessible viewing area allocated for the event?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is the accessible viewing area on matting, if the event is on grass, with matting to the area?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is there a booking system in place for the accessible viewing area to determine size requirement? (if deemed required)</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Does the accessible viewing area cater for people/children with autism? Is this advertised?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Has a sensory session/show been considered for children and adults with autism?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Has appropriate seating been considered if provided; eg if beanbags are used, are normal seats also available for those who cannot get in/out of bean bags?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is there seating for people who may not be able to stand for the duration of the event?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Is there water available for assistance dogs? IS there an allocated toileting area for assistance dogs?</li></ul>	<input type="checkbox"/>

### Food Vendors

<ul style="list-style-type: none"><li>• Are there some food truck options that have accessible ramps for people in wheelchairs to be able to order and reach the counter?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Have all food trucks been briefed on assisting people in wheelchairs and other disabilities by their staff exiting the truck to assist with orders?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Has signage on food trucks been considered as to how the staff can assist people with disabilities?</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Are at least some food trucks/vendors accessible for people in wheelchairs i.e. on matting or pavement?</li></ul>	<input type="checkbox"/>