

Event Accessibility Checklist



The Shire of Carnarvon has developed this Accessibility Event Guide & Checklist to assist event organisers in planning and delivering events that are as inclusive and accessible as possible for all community members.

The checklist is intended as a practical planning tool to help identify and reduce both physical and non-physical barriers that people with disability may experience. It is not an exhaustive list, nor is it a legal or technical compliance document. Not every item will be applicable to every event, and some venues or event types may present limitations that affect accessibility.

Where full accessibility cannot be achieved, organisers are encouraged to provide clear and accurate information about the accessibility features and potential barriers of their event so attendees can make informed decisions.

This guide is designed to support accessibility considerations throughout the planning, promotion, and delivery of an event. We encourage organisers to use the checklist to record notes and share relevant information with staff, volunteers, and contractors to help ensure everyone is prepared to provide an inclusive experience.

For further guidance on accessible event planning and legal obligations under the Disability Discrimination Act 1992, please refer to the relevant Australian Government resources and disability inclusion guidelines.

Event Accessibility Checklist



Accessible and Inclusive Events: Checklist	YES	NO
Marketing and communications		
Do your promotional materials highlight an inclusive and diverse community?		
Have you clearly communicated the accessibility features available at your event (e.g. accessible toilets, parking, Auslan interpreters, quiet spaces)?		
Is your event information easy to read, using plain English, clear fonts, and high colour contrast?		
Are alternative formats available where appropriate (e.g. audio, large print, accessible digital documents)?		
Have you provided more than one way for people to contact you with enquiries or accessibility requests?		
Bookings and Registration		
Where attendees or participants need to register or purchase tickets, can they make specific reasonable adjustment requests if needed?		
Are booking forms and registration systems accessible and easy to use?		
Can people purchase tickets or register via alternate methods, such as phone, email, or in-person?		
Are you accepting Companion Card ?		
Venue		
Have you assessed the venue for accessibility and identified any barriers?		
<u>Wayfinding and signage:</u>		

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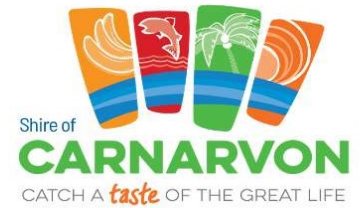
Is directional signage clear with good contrast?		
Does signage use universal symbols?		
Is clear signage provided for toilets, exits, and other key facilities?		
<u>Entry points and doors:</u> Are entrances, pathways, and doorways accessible and free from obstructions? Are ramps, lifts, or other step-free access options available where required? Are all doors wide enough for wheelchair users?		
<u>Stairs:</u> Do stairs have handrails and tactile surfaces on step edges? Does the venue have ramps or an alternative to stairs?		
Are there accessible unisex toilets with grab rails?		
Is there a quiet or low-sensory space available where appropriate?		
Are facilities available for assistance animals (e.g. water, shade, and toileting area)?		
Are accessible power outlets available for mobility equipment or assistive technology?		
<u>Sound and lighting:</u> Are there microphones and audiovisual systems to amplify speech? Are there hearing loops? Where hearing loops are not available, can you use mobile hearing loops? Is the venue well lit? Are entrance pathways and carparking areas well lit?		
<u>Outdoor venues:</u>		

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Are there any structures blocking access points? Are ramps in place where needed? Do grassed areas have pathways for easy access? Are temporary facilities, including toilets and drinking water, accessible? Are adequate seating and shade available throughout the event?		
<u><i>Entertainment and catering:</i></u> Are stages accessible to performers and speakers? Do you need an Auslan interpreter for speakers or performers? Is there designated seating with a direct view of the stage, screens, speakers, performers, and interpreters? Where sitting is fixed, can seats be removed for wheelchair users? Where tables with seating are used, are your tables at a distance and height appropriate for wheelchair users? Are stalls and information desks at a suitable height for wheelchair users?		
Transport and parking		
Is information about accessible transport options provided?		
Are accessible parking bays and drop-off areas available close to the venue?		
Are paths leading to the venue and all entrances clear and accessible?		
Staff and volunteers		
Have staff and volunteers been briefed on accessibility and inclusion?		
Have staff been briefed on assistance animal rules and regulations?		

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Do staff know how to respond to accessibility requests and support attendees respectfully?		
Emergency Management		
Are the location of first aid and emergency exits clearly identified?		
Do you have an emergency management plan that includes protocols for evacuating people with disability?		
Have emergency procedures been communicated to staff and volunteers?		
Community Consultation		
Have you involved or sort feedback from people with lived experience of disability about accessibility and inclusion at your event?		
Feedback		
Have you collected feedback on event accessibility through your post-event evaluation or feedback process?		
Have you reviewed accessibility feedback and identified improvements for future events?		

Disclaimer

This is to be used as a guide only.