

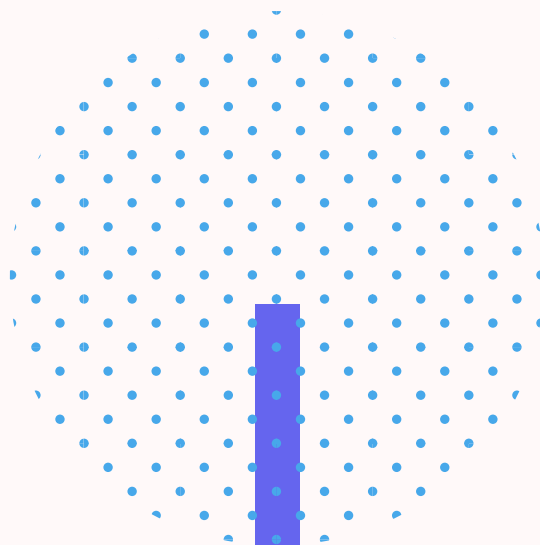


ACCESSIBILITY INFO FOR EVENTS

Here are some questions to think about and answer if you are running an event. It is by no means an exhaustive or complete list!

This list has been developed mainly by disabled and chronically ill queer, trans and non-binary people involved in DIY/community organised events like fundraisers, parties and discussion panels.

Whether or not you think your venue is accessible, the more detailed information you're able to include about your event and venue, the more clearly people can understand how accessible a space might be for them. Please add more things to your list if you think of anything else!



GETTING TO THE EVENT

- In the lead up to the event, will you be asking people who are interested in attending what their access needs are?
- Where are the closest tram stops, train stations, etc? What is the distance from this stop to the venue? (E.g. check Google maps)
- What is the parking situation? On street? How far from venue? Path from parking to venue entry? Parking restrictions?
- Have you posted the map and getting there directions on the event page?
- How do you enter venue from the street? Is there a footpath? Paved? Cobblestone? Is there an incline? How steep is it?
- Anything people need to bring to the event? Cash only? If food is not provided, can people bring their own food?
- Will set times / activity times be posted on the event page?
- Will there be child care options available on site? Will there be a cost associated with this?
- How long will event run for? (When) will there be breaks? What time will it wrap up? How likely is it that it will run overtime? If it's a workshop can people come for part of it? or do you need to be there for all of it?

GETTING TO THE EVENT

- Will your venue allow support animals (not just guide dogs)?
- Will companion cards / discounts be honoured at the event? Do carers / support people also have to pay entry or do they get in for free with the person they are supporting?
- Where and how will the event be promoted? Online? Postering? Outreach to specific groups, services, locations, bars, venues, etc?
- Is it a free event? If not, how much does it cost to get in? Are there concession prices? Do you have a NOTAFLOF policy? (i.e. No One Turned Away For Lack Of Funds)
- Is there an email or phone number people can contact if they require more accessibility info prior to the event?
- Are you going to have free entry for Aboriginal and Torres Strait Islander people or refugees and asylum seekers who would like to attend? How can people contact you about this?
- Will remote participation be available for this event? Will there be a livestream? If it is a panel or discussion, can people who want to ask questions but can't attend participate via skype, write or call in?

ENTERING THE VENUE

- What are the entry doors like? Automatic or non-automatic door that needs to be opened with a handle or button, sliding door, etc?
- Is the accessible entry different to the main entrance? If so, is it easy to find or do people need to be in contact with someone at the venue to open it for them?
- Will doors be opened or closed during the event?
- What is the width of the doorway? Have you measured it?
- Are there any handrails leading to the venue entrance that can be utilised by people?
- Is there a smokers area? Where is it in relation to the front door and other spaces?
- Will the doorway be staffed if people need assistance getting in or have questions?
- Will it be cash only or will EFTPOS facilities be available? If it is cash only, is there an ATM in the venue? If not, where is the closest ATM located? Has this information been posted to your event page prior to the event?

INSIDE THE VENUE

- Floor of the venue – is it flat? Are there any steps or inclines? Is it carpeted or concrete?
- Will there be a stage or dance floor? How will the space be set up?
- What is the seating like? Stools? Chairs with back support? Soft seating like couches? Approximately how much seating is there? Will there be dedicated priority seating? Will there be seating close to the stage?
- Is there an outdoor space? What is this space like? Will there be seating outdoors?
- Will there be snacks or food served at this event?
- Will there be alcohol or only non-alcoholic drinks? Will food and drinks be free or for purchase? Will straws be available?
- Will there be vegan, GF, nut free, halal and other food options? Will there be soft food options? Food that requires minimum cutlery?
- Is this a smoking inside event?
- Is this a high stimulation event? What will the space be like during the event? Will there be lots of people? Stage lights? Smoke machine? Strobe lights? What is the lighting situation in the space? Is there fluorescent lighting? Natural light?

INSIDE THE VENUE

- Will you be using a smoke machine? Will the event be scent-free?
- Will there be ear plugs available at the event? Where can attendees find the ear plugs? (E.g. at the door)
- Temperature of space – warm / cold? Is there air conditioning / heating / fans?
- Will the event be Auslan interpreted? Or will Auslan interpreters be present in case anyone needs to utilise them?
- Will there be support workers present at the event? Are they peers?
- Are there conflict resolution people or people who can be contacted if there are any issues at the event? Is the contact info for these people, or the process for getting in touch with them, clearly signposted? (E.g. a poster that includes contact info of conflict resolution people, or states something like “Please get in touch with volunteer at the door”)
- Is there be braille signage at the venue?
- What language/s will be spoken at the event? What languages will signs at the event be written in? Will there be visual cues accompanying signage?
- Will there be any videos played at the event? Will they be captioned?

INSIDE THE VENUE

- Will there be power points/areas where people can charge mobility or communication devices?
- Will there be free drinking water available at the event?
- Will there be pill testing at the event? Will the event have harm minimisation information / posters / tools available?
- Will there be naloxone available at the event and people who know how to administer it?
- What services will be available in the space? What materials do people need to bring to access these services? (E.g. write a checklist of what documents people need)
- What else will be in the space? Support booklets and info about services? Art activities or colouring in? Workshops?
- Will there be a cloak room? How will this process work?
- Will there be a prayer room or space?
- When the event starts will there be a verbal description of the venue provided? (E.g. location of exits, toilets, breakout area / quiet space)
- If there are tables at the event, what kind of tables are they? Are the tables low enough for access by wheelchair users and people of short stature?

BATHROOMS

- What kind of toilets are at the venue? Cubicles? Urinals?
Accessible toilet?
- Is there anything blocking access to wheelchair accessible bathrooms?
- All gender toilets? Will these be signed?
- Measurements - hallway leading to toilet? Space between toilet and wall in accessible toilet? Is there a handrail in the accessible toilet? Have you measured anything that could impact someone's ability to access the toilet?
- Where are the toilets located in relation to other things at the event? (E.g. near entry, outdoors, etc)
- How do you enter the toilet? Is there an automatic door or door opened via a handle etc? Does the door require a key? How is the toilet door locked once someone is inside? Is the door heavy to open?



BREAK OUT AREA

- Is there a chill out/break out area/quiet space?
- Will this space be quieter or lower stimulation than the main space?
- What will this space be like?
- What are the doorway measurements to enter this space?
- What kind of seating and lighting will be in this space?
- Where is the chill out space located in relation to the main area? (E.g. outside the main room, by the toilets, one side of the room will be a dedicated snacks and chill out space)

