

Guidelines and Checklist for Inclusive Events

These guidelines and checklist are designed to provide some basic prompts to help you determine how accessible and inclusive your event or activity is for people with disability.



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Introduction to inclusive events

Why are disability inclusive events important?

Increasing inclusion increases participation as one in five Victorians have a disability. People with disability will choose to participate in events depending on the ease of access, the range of activities available to them, and the attitudes of staff, volunteers and participants.

Being able to participate in all aspects of life is a human right for people with disability, as enshrined by the UN Convention on the Rights of People with Disability. As the social model of disability suggests, people are disabled by the people and environment around them, not by their individual impairments or differences.

Event organisers are legally obligated under the Disability Discrimination Act 1992 to remove any barriers to participation. It is against the law in Victoria to discriminate against someone because of their disability.

Who are people with disability in our community?

In Australia, one in five of people has a disability, including 12% of people aged up to 64, and 50% of people aged 65+ (ABS 2018). The most common types of disability include:

- 20% of the population have had a mental health issue in the past 12 months
- 15-20% are neurodiverse
- 17% use mobility aids
- 14% are Deaf or have hearing impairment
- 5% of people are in a wheelchair
- 3% are blind or have low vision.

How to make your event inclusive

The most important things you can do are:

1. Think in the early planning phases about adjustments people with disability might need.
2. Ask participants about their access needs before the event and be prepared to provide alternatives that cater for different needs.
3. Provide as much information as you can about the event so people can plan around any barriers or choose not to attend.
4. When you have completed the event, consider if the event met accessibility needs. This will help you improve your process for next time.

Inclusive Events Checklist

For guidance on any of these checklist items, please contact Surf Coast Events:
<https://surfcoastevents.com.au/>.

Event name	
Event date	
Contact Name	
Contact Role	
Organisation	
Contact Email	
Contact Phone Number	

In person events

Ensure people with disability, including those in wheelchairs and mobility scooters, can enter the venue, move around and use toilets.

Location

All events:

- Venue can be accessed via a ramp, is clearly visible and accessible for public transport, taxis and cars.
 Yes No N/A
- Entrances, doorways and hallways can accommodate wheelchairs and mobility scooters.
 Yes No N/A
- Accessible toilets can easily be accessed, are clean and functioning.
 Yes No N/A

Wayfinding and maps

Provide information on how to access the venue, including venue drop off points, accessible parking and walking directions. Consider having people placed outside the entrance to help direct attendees.

Access keys or maps assist people with disability by providing accurate information about accessibility features of venues and events. See *Resources* section for best practice examples of access keys. **Sensory maps** can assist people with sensory

sensitivity such as neurodiversity. Sensory maps are site maps with colour coded areas by the level of stimulation / sensory load experienced. For example, red = high sensory, orange = medium sensory and green = low sensory. See *Resources* section for best practice examples.

All events:

- Information on how to access the venue, including venue drop off points, accessible parking, and walking directions is provided.

Yes No N/A

Larger events and festivals:

- Maps include accessible features including parking, seating and toilets.

Yes No N/A

- Maps include level of stimulation or sensory load.

Yes No N/A

Room/ venue set up

All events:

- Venue is well lit throughout.

Yes No N/A

- Space reserved at the front for Deaf, hard of hearing or lip-reading attendees.

Yes No N/A

- Stages and speaking areas, including lecterns, are accessible for people with limited mobility.

Yes No N/A

Larger events and festivals:

- For larger events, or those with Deaf participants, Auslan interpreters booked (book well in advance to ensure interpreter availability).

Yes No N/A

- For events and larger activities, provide access to a separate, quiet area with little or no sensory stimulation to allow attendees to take a break.

Yes No N/A

Technology and audio visual

All events:

- Hearing loop is available, or at a minimum, ensure microphones are provided for speakers (see *Resources* for how to hire portable microphones).

Yes No N/A

- Screens can be viewed from any vantage point.
 Yes No N/A
- If the event is going to be live streamed, live captioning is arranged.

Refreshments and dietary arrangements

All events:

- Variety of meal options are provided, including items that are easy to eat or do not require utensils.
 Yes No N/A
- Catering staff are briefed and available to assist attendees with serving items where required.
 Yes No N/A

Online events and activities

Ensure online events and meetings are accessible for people with disability, with particular consideration for vision impairment and hearing impairments/ Deafness. For a great introduction to inclusive online meeting and events, watch this [15 minute video](#) from DARU (Disability Advocacy Resource Unit).

Accessibility options for various platforms:

- MS Teams: <https://support.microsoft.com/en-us/office/accessibility-tools-for-microsoft-teams-2d4009e7-1300-4766-87e8-7a217496c3d5>
- Zoom: <https://zoom.us/accessibility>
- Google Hangouts: <https://www.google.com/accessibility/products/features.html>
- WebEx – May require a plug-in download but is used by the W3C. WebEx accessibility features. <https://collaborationhelp.cisco.com/article/en-us/cfojgdb>

All events:

- All speakers introduce themselves and their role before speaking and describe any visual imagery or slides for people who are vision impaired.
 Yes No N/A
- All speakers keep their cameras on for people who are hearing impaired/ Deaf.
 Yes No N/A
- Everyone except the speaker has their microphones turned off to limit background noise.
 Yes No N/A

Larger events:

- Video captioning or Auslan interpreting provided for people who are hearing impaired/ Deaf.
 Yes No N/A

Communications and promotions

People with disability are very diverse and have different access needs. Ask if people have specific access needs to participate in your event, and let people know what access considerations you have already made, as this demonstrates your commitment to including people with disability. Provide information and materials in readable print and offer accessible formats upon request.

Promotion

All events:

- High contrasting colours and simple designs used to ensure information is easy to read.
 Yes No N/A
- Plain language used (reading level of year 9).
 Yes No N/A
- Electronic information is in accessible formats including webpages that comply with WCAG 2.0, word documents, or tagged PDFs.
 Yes No N/A
- Printed information and materials in readable print (font size 16+ if possible, no less than size 12), and offer accessible formats such as large print upon request.
 Yes No N/A
- Promotion on social media and websites include accessibility features such as description of images, accessible hashtags, and captioned videos.
 Yes No N/A

Larger events and festivals:

- Event information and materials available in a variety of alternative formats, including online, print and audio/video.
 Yes No N/A
- Online social story created for download and use prior to the event (see Resources).
 Yes No N/A

- Noise cancelling headphones available for attendees (see Resources).

Yes No N/A

Invitations

All events:

- For event registrations or RSVPs, attendees asked if they have any additional accessibility requirements (access needs). For example: *“If you have any access or support needs to participate fully, please let us know when you RSVP.”*

Yes No N/A

- Accessibility adjustments are identified, so attendees feel comfortable with disclosing their needs. For example: The venue is accessible for wheelchairs, live captions will be provided, transport assistance available on request.

Yes No N/A

- Range of alternatives for attendees to register or RSVP are provided – by phone, email, in person or online. Many online event registration tools are not accessible.

Yes No N/A

Larger events and festivals:

- Let attendees know they can book sensory friendly carparks, and allocate a number of parking bays as close as possible to the event site entrance as designated sensory friendly carparks.

Yes No N/A

Requirements for speakers and presentations

Make sure any speakers or presenters are aware of the needs of people with disability. For people who are vision impaired/ Blind, speakers should announce their name and role before speaking, and introduce all attendees and describe any visual imagery. For people who are hearing impaired/ Deaf, all videos should be captioned.

All events:

- Speakers will announce their name and role before speaking, and describe any visual imagery.

Yes No N/A

- For meetings and small events, the host will provide an introduction for attendees.

Yes No N/A

- All videos will be captioned. Where appropriate, videos should be audio described.

Yes No N/A

Resources

Physical resources

All resources listed below can be hired for community events run in Surf Coast Shire.

Resource	Contact
Ramps	Surf Coast Events team
Noise cancelling headphones	Surf Coast Events team
Accessible parking signage and bollards	Surf Coast Events team
Row 2 Go portable speakers and microphones	Surf Coast Shire community houses See Council website for contact details

Best practice examples

Access keys

- [Knox Festival 2020](#)
- [Banyule Youth Fest 2023 Sensory Map and Access Key](#)

Social story:

- [Rip Curl Pro 2023 Social Story](#)

Sensory map:

- [Rip Curl Pro 2023 Sensory Map](#)
- [Banyule Sensory Friendly Festival Guide](#)

References

This checklist has been adapted from the accessibility checklist developed by the [Centre for Inclusive Design](#).