Accessible Events Guide

Before the event

Physical accessibility

- Is the event close to public transport, with drop off zones and nearby accessible parking?
- Is the venue easy to locate and enter? for example if it's down an alley then specify this.
- Does it have ramps, lifts, wide corridors, and corners for wheelchair and mobility aid users?
- Are the doors automatic or lightweight, especially on accessible bathrooms?
- Is there auditory access such as hearing loops (built in or portable), microphones and good acoustics?
- Are there power points for recharging wheelchairs, communication devices and phones?
- Is there a room or an area which can be set aside as a quiet space?
- Is the flooring stable and non-slip? If grass, gravel or woodchips, have you planned to create pathways out of carpeting or mating?
- Are power cords covered by carpet or low-profile cable covers, and not causing tripping hazards or barriers for wheelchair or mobility aid users?
- Have you checked that emergency exits and routes are accessible?

Informational accessibility

- Is general event and accessibility information available in the same place, or do attendees have to search for it?
- Can attendees register or buy tickets in multiple ways e.g. online, over the phone or in person?
- Can your attendees access event information in multiple formats e.g. online, over the phone, in person?
- Have you asked about access needs during registration to minimise the need to complete a form or separate process?

Attitudinal accessibility

Do the people working or helping at the event know these basics when interacting with people with a disability?;

- Extend the same courtesy you would to anyone e.g. shaking hands
- Address the person directly, not their friends, family or support worker.
- Ask if someone would like assistance, respect the answer they give.
- Use the person's name, don't refer to them as a diagnosis.
- Use age-appropriate communication, don't raise or lower your voice unless asked to.

During the event

Physical accessibility

- Have you set up large, clear signage throughout the event?
- Are the registration tables at heights suitable for standing and seated attendees?
- Have you set aside seating who request it, but not segregated from other attendees?
- Have you installed ramps around the event and onto any stages?
- Are there personal hearing loop devices, available for outdoor events, or have you hired a venue with an inbuilt hearing loop?
- Is there shelter from the rain or sun, and have you made a back up plan for wet or hot weather for outdoor events?
- Have you considered the lighting? It should generally be well lit inside and shaded outside.
- Have you provided water and toileting facilities for assistance animals?

Informational accessibility

- Can attendees join the event, both in-person and online?
- Have schedules, set lists or activity timetables been provided so that attendees can plan their day?
- Have maps for medium/large events been provided, in digital and physical form, also so attendees can plan their day?
- If you must have strobe lighting, have you provided clear signage and announcements about it?
- Have copies of menus or online links been provided?

Attitudinal accessibility

- Have you told everyone working and helping at the event staff that they must be welcoming of all attendees?
- Are workers and helpers willing and able to be an attentive communication partner, especially for people with diverse communication styles and needs?
- Have all workers and helpers been briefed on available accessibility factors and options?

After the event

- How accessible was the event you ran?
- What could be done to improve it and make it more accessible for more people?

Purple Orange | Disability Inclusion Training

This guide is based on the 'Accessible and Inclusive Events Training' handout which was co-design by people with disability for the JFA Purple Orange Disability Inclusion Project. It has been adapted with permission.