

Creating Accessible Events

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Accessible Events

It is important that people with disabilities have the same opportunities as other community members to access and participate in public meetings, consultations, functions and events. People with disabilities can face access issues when attending and participating in public functions in a variety of ways. They may experience difficulty hearing what is said, seeing small print on an invitation, climbing steps to the venue, understanding signage or using a rest room in the building.

To ensure that events can be accessed and enjoyed by people of all ages and abilities it is important to consider the items listed on this checklist. This checklist is part of the State Government Access Guidelines for Information, Services and Facilities. It is recommended that the organisers visit any venue chosen for a public function or meeting so that they may be satisfied of the accessibility of the venue and services.

There are many reasons why you should think about access and how you plan to meet the requirements of people with disabilities:

- There are around four million people with disabilities in Australia representing a considerable proportion of your potential audience or customers
- People with disabilities can also influence the choices of their families and friends if they have had a previous bad experience
- Everyone benefits when access is better, including other attendees, people making deliveries, people with heavy baggage, families with young children and those with prams
- Our population is ageing and as we age our capacities change. The proportion of Australia's population aged over 65 years has grown from 8% in 1970-71 to 13% in 2001-02. Projections are that over the next 40 years, the proportion of the population over 65 years will almost double to around 25%. More and more of us will benefit from good access to the events we want to participate in
- Under the law you have a legal responsibility to prevent discrimination against people with disabilities. Complaints of discrimination could result in costly court proceedings and rulings.

If the needs of potential participants in an event are considered at the earliest planning stages the better the chances of making it genuinely accessible and significantly reducing the potential for future problems.

Whether your event is specifically targeted at a section of the population or is designed for the whole community, the likelihood of people with disabilities attending is high. Events that accommodate the needs of everyone will be the most successful in terms of attendance, participation, public relations and safety.

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Creating Accessible Events Checklist

As access requirements for people with disabilities will vary depending on the people attending and the type of event, you may find parts of this publication more relevant than others. To use these checklists, just tick “Yes” or “No” to the questions asked. You may also want to make brief comments.

This checklist is designed to be a quick, overview of the accessibility of a venue and function. It is not designed to assess every aspect of access in detail. It will indicate whether people with disabilities can easily attend your function and participate. For a more detailed audit of the accessibility of a building refer to the publication ‘Access Resource Kit’ at www.disability.wa.gov.au or contact an Access Consultant on www.access.asn.au

Invitations and promotional material

Many people in our community experience difficulty in hearing, seeing and communicating with others. There are many simple ways to ensure your invitations and promotional material are accessible to people with disabilities.

Text

Have you used a san serif font (such as Universe, Helvetica or Arial) in your invitations and promotional material? Yes ☐ No ☐

Is all text at least a minimum of 12-point type size? Yes ☐ No ☐

Have the invitations and promotional material been printed on matt paper and in contrasting colours? Yes ☐ No ☐

Is the text uncluttered with no background graphics, patterns and watermarks? Yes ☐ No ☐

Content

Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs? Yes ☐ No ☐

Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area? Yes ☐ No ☐

Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter? Yes ☐ No ☐

Have you included in the invitation your facsimile number and email address so guests have alternative ways of communicating their attendance? Yes ☐ No ☐

Is written promotional material available on request in alternative formats? Yes ☐ No ☐

External Environment

People with disabilities require a continuous, even, accessible path of travel. An accessible path of travel means there are no obstacles in the internal or external environment such as revolving doors, kerbs or steps.

Location of the nearest:

Bus stop: _____

Train station: _____

Accessible parking bays

Does the venue have an accessible parking bay? Yes ☐ No ☐

Is the accessible parking bay/s identified by the international symbol of access?



- raised sign Yes ☐ No ☐
- ground markings Yes ☐ No ☐

If the accessible parking is undercover is the roof a minimum of 2500 mm in height to allow the use of a car top hoist? Yes ☐ No ☐

Is the distance from the car park to entrance less than 40m? Yes ☐ No ☐

Continuous accessible path of travel

Is there a continuous accessible path of travel, including kerb ramps, to the building from the:

- Accessible parking bay/s? Yes ☐ No ☐
- Set down area? Yes ☐ No ☐

If there are steps to the building:

- Is there a ramp available for wheelchair users? Yes ☐ No ☐
- Do all steps have handrails? Yes ☐ No ☐
- Is there a contrasting strip on step edges? Yes ☐ No ☐

If there is a ramp to the building:

- Is the gradient no steeper than 1:14? Yes ☐ No ☐
- Does the ramp lead to the main entrance? Yes ☐ No ☐

The Building

Entrance

Is the entrance threshold level?

Yes ☐ No ☐

If there is a step/s at the entrance of the doorway:
is there a ramp of not more than 450 mm in length and
with a gradient of 1 in 8?

Yes ☐ No ☐

Is the entrance door easy to open?

Yes ☐ No ☐

Is the clear door space 800 mm (preferred) or 850 mm?

Yes ☐ No ☐



Internal environment

Is the inquiry or reception counter low enough for a wheelchair user? Yes ☐ No ☐

Does the venue have an accessible path of travel from the front entrance to all areas guests will use? Yes ☐ No ☐

If there are internal steps:

- Do all steps have handrails? Yes ☐ No ☐
- Is there a contrasting strip on step edges? Yes ☐ No ☐

If there are ramps:

- Are they no steeper than 1:14? Yes ☐ No ☐
- Do they have handrails? Yes ☐ No ☐

Do all doors have a clear space 800 mm (preferred) or 850 mm? Yes ☐ No ☐

If there is only a side approach to the door, is there 1200 mm clear space in front of the door? Yes ☐ No ☐

Does the venue have a non-slip floor surface or carpets with a firm low pile of 6 mm or less? Yes ☐ No ☐

Visibility

Are facilities in the venue clearly signed? Yes ☐ No ☐

Is the venue well lit? Yes ☐ No ☐

Are there any areas of high reflection or glare? Yes ☐ No ☐

Toilets

Does the venue have a unisex accessible toilet? Yes ☐ No ☐

Is the toilet situated on the same floor as the function? Yes ☐ No ☐

Does the door have a clear space of 800 mm (preferred) or 850 mm? Yes ☐ No ☐

If the door of the toilet door opens inwards is the space large enough so for the person in a wheelchair to shut the door once inside? Yes ☐ No ☐

Is there 950 mm space at one side of the toilet pan? Yes ☐ No ☐

Is there a grab rail next to the toilet at 800 mm – 810 mm high, preferably in an “L” shape? Yes ☐ No ☐

Signage

Does the venue have clear, directional signage to:

- the function room? Yes ☐ No ☐
- the toilets? Yes ☐ No ☐

The Function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit-down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Communication

Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreter's face and hand movements? Yes ☐ No ☐

Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body? Yes ☐ No ☐

Does the venue have an audio loop installed? Yes ☐ No ☐

If there is an audio loop:

what type: induction loop/ infra-red/FM Yes ☐ No ☐

has it been placed towards the front of the room with clear sight lines to the stage and the interpreter? Yes ☐ No ☐

Sit down function

Are there sufficient walkways (1000 mm or wider) in the function room? Yes ☐ No ☐

Is there 900 mm space between tables? Yes ☐ No ☐

Is there 710 mm to 840 mm space under the table to allow a wheelchair to slide comfortably underneath? Yes ☐ No ☐



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