

Cairns Regional Council

Accessible Events Checklist

This checklist helps event organisers make their events as accessible as possible, by considering both physical and non-physical access barriers for people with a disability. It is not an exhaustive list and not everything listed will apply to every event.

This list is a starting point for consideration in planning your event, not a legal or technical checklist covering detailed specifications. Information about technical specifications, rights and responsibilities relating to equal access and opportunity for people with a disability can be found within the [Disability Discrimination Act \(1992\) Standards and Guidelines](#).

The location and nature of some events may prohibit them from being accessible to all. Where DDA Standards cannot be fulfilled, ensuring information about event accessibility is publicly available to potential ticket holders is an example of inclusive practice.

This checklist is designed to support organisers to consider accessibility at each stage of the planning, promotion and delivery of an event. You may wish to include comments and share these with your event team prior to the event to ensure all staff and volunteers are prepared.

Choosing the right venue

Considerations	Yes	No	Comments
For indoor events, check whether the entrance/s require a ramp, consider hiring a temporary portable ramp, or create an alternative accessible entrance with clear signage.	<input type="checkbox"/>	<input type="checkbox"/>	
For outdoor events, check ground surface, whether the site has suitable paths, steps, cobbles, etc. and consider alternative options and routes to get around the site.	<input type="checkbox"/>	<input type="checkbox"/>	
Inspect the width of corridors and access routes and identify and remove obstacles which may pose risks for people with disability or people using mobility devices.	<input type="checkbox"/>	<input type="checkbox"/>	
If a seated event, consider whether patrons with disability and their support worker/s may need a designated seating area. Consider avoiding aisle seats for people with disability to avoid feeling like an add-on.	<input type="checkbox"/>	<input type="checkbox"/>	
Check doorways, handles and other controls are accessible, consider stationing a volunteer or staff member where entrances do not have D-shape handles or automated doors.	<input type="checkbox"/>	<input type="checkbox"/>	
Check whether event drop-off and pick-up zones have ramps, clear signage, appropriate lighting, and shelter.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider emergency evacuation procedures and how to ensure the safety of people with disability in your risk management plan, such as deaf or hard of hearing patrons who may not hear an audible fire alarm or verbal directions.	<input type="checkbox"/>	<input type="checkbox"/>	
Check venue acoustics and consider hearing loops where possible.	<input type="checkbox"/>	<input type="checkbox"/>	

Considerations	Yes	No	Comments
If a ticketed event, ask patrons to state their accessibility requirements when booking and include information about accessibility on promotional materials.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider the readability of your flyers and signage – try to use plain/easy English, large print and sufficient contrast levels .	<input type="checkbox"/>	<input type="checkbox"/>	
Consider Web Content Accessibility Guidelines (WCAG) when designing and developing online information and promotional materials	<input type="checkbox"/>	<input type="checkbox"/>	
When designing your event site map, consider highlighting accessible features and amenities and making the map available to event attendees prior to day of event.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider Companion Card affiliation, as this promotes inclusion for people with disability and supports carers.	<input type="checkbox"/>	<input type="checkbox"/>	
When timetabling your event, consider the extra time people with disability may need to move between sessions/performances, as well as arrival or leaving times.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider briefing event staff and volunteers to ensure they are aware of the access rights of guide, hearing and assistance dogs .	<input type="checkbox"/>	<input type="checkbox"/>	
Consider scheduling a briefing for staff and volunteers to discuss accessible infrastructure and how best to support patrons with disability.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider booking interpreter and translation services such as sign language (Auslan) for people who are deaf or hard of hearing, especially if the event features a lot of guest speakers.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider displaying a Statement of Commitment, for example: “This event/venue is on an inclusion journey, meaning inclusion has been considered to welcome guests with disability and organisers are open to constructive feedback to improve future events.”	<input type="checkbox"/>	<input type="checkbox"/>	

Considerations	Yes	No	Comments
Consider having the event MC or coordinator provide a verbal explanation of the layout of the venue and mention accessible bathrooms and quiet spaces during housekeeping instructions.	<input type="checkbox"/>	<input type="checkbox"/>	
Be aware of table and chair spacing for people using mobility devices, consider assigning a volunteer to check several times throughout the day.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider providing a quiet/low sensory space for people feeling overwhelmed and needing a break.	<input type="checkbox"/>	<input type="checkbox"/>	
Try to ensure venue is evenly lit throughout, avoid strobe and bright lights.	<input type="checkbox"/>	<input type="checkbox"/>	
Consider the access needs of your guest speakers, including adjustable heights for microphones and lecterns and an accessible podium or stage.	<input type="checkbox"/>	<input type="checkbox"/>	
Videos should have captioning and where possible, photos should be described verbally.	<input type="checkbox"/>	<input type="checkbox"/>	
If pre-booking catering, request people's dietary and accessibility preferences.	<input type="checkbox"/>	<input type="checkbox"/>	
Aim to provide a variety of meal options with items that are easy to eat, including items that don't require utensils.	<input type="checkbox"/>	<input type="checkbox"/>	
Discuss DDA Standards with food vendors – they may already have their own accessible approach to customer service.	<input type="checkbox"/>	<input type="checkbox"/>	