

Accessible Event Checklist

Event Name: _____

Date: _____

Step 1: Choose an accessible venue	
	Choose a venue that is step-free or has ramped entrances and has automated doors (where possible).
	Wide doorways and corridors for wheelchairs and mobility scooters.
	Provide flat, even surfaces outdoors (use temporary mats for grass or gravel).
	Rearrange furniture to create wide, clear spaces for ease of movement.
	Ensure adequate spacing between tables for easy passage.
	Provide accessible bathrooms or hire portable accessible toilets for outdoor events.
	Make sure the venue staff who understand service animal laws in Australia.
	Offer a quiet space (shaded area, spare room, or tent) for guests who need a break.
	Reserve seating and tables at appropriate heights.
	Arrange communication support, such as an Auslan interpreter for speeches or performances.
	Use clear, simple language and internationally recognised symbols for signage.

Step 2: Plan transport and parking	
	Reserve accessible parking spaces close to the entrance.
	Provide clear instructions for drop-off zones.
	Share public transport options and accessibility details in the invitations.
	Include estimated travel time so attendees can plan ahead.

Step 3 : Ask about access requirements	
	Do you have any specific support requirements (e.g., sighted guide, wheelchair access, quiet space, Auslan interpreter)?
	Would you like event information or presentation materials in advance? If so, what's the best way to provide them (email, post, phone, SMS)?
	Do you have any dietary requirements?

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Step 4: Offer inclusive food and drinks

	Include a variety of food options, such as vegetarian, vegan, gluten-free, and allergy-friendly choices.
	Ensure food and drinks are clearly labelled, especially allergens.
	Finger foods can be helpful for guests with limited mobility or dexterity.
	Use lightweight cups and plates that are easy to grip.
	Where possible, avoid foods that require complex cutting or heavy utensils.
	Keep food tables at a height suitable for wheelchair users.
	Arrange items so they're easy to reach without stretching.

Step 5: Create an inclusive experience

	Assign staff or volunteers to support attendees who may need extra help.
	Provide training on disability awareness and available support options.
	Ensure staff are easily identifiable.
	Use clear signage for rooms and toilets.
	Monitor accessible toilets and quiet spaces to keep them available.
	Choose games and activities that everyone can join.
	Avoid activities needing complex physical movement unless alternatives are offered.
	Use sensory-friendly music and decorations to avoid overwhelming guests.

Step 6 : Closing the event

	Give participants a clear warning before the event ends.
	Announce the conclusion and invite guests to leave when they are ready.
	Offer guests with disabilities the option to leave first if they prefer.

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Step 7: Learn and improve after the event	
	Gather feedback from participants via surveys or phone calls.
	Ask staff and volunteers for their observations.
	Follow up on any complaints or concerns.
	Collate this information and share it with future event planners.

Seasonal Events - such as Christmas and holidays, consider the following	
	Use sensory-friendly decorations and avoid flashing lights to create a comfortable environment for all guests.
	Plan inclusive gift exchanges that are budget-friendly and adaptable to different needs.
	Offer hybrid participation options for guests who are unable to attend in person.

Notes