

ACCESSIBILITY CHECKLIST

Invitations & 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 a disability.

TEXT	YES	NO
Have you used a plain font (Calibri, Helvetica, Arial, etc.) in your invitations and promotional material?	☐	☐
Is all text at least a minimum of 12 point type size?	☐	☐
Have the invitations and promotional material been printed on matt paper and in contrasting colours?	☐	☐
Is the text uncluttered with an absence of background graphics and patterns?	☐	☐
CONTENT		
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	☐	☐
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set-down area?	☐	☐
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?	☐	☐
Have you included in the invitation your email address so guests have alternative ways of communicating their attendance?	☐	☐
Is written promotional material available on request in alternative formats such as large print, audio recording computer disk or Braille?	☐	☐

External Environment

People with disability 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	YES	NO
Does the venue have an accessible parking bay?	☐	☐
Is the accessible parking bay(s) identified by the international symbol of access? • Raised sign • Ground markings 	☐ ☐	☐ ☐
If the accessible parking is undercover is the roof a minimum of 2500mm in height to allow the use of a car top hoist?	☐	☐
Is the distance from the car park to entrance less than 40m?	☐	☐
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)? • Set-down area?	☐ ☐	☐ ☐
If there are steps to the building: • Is there a ramp available for wheelchair users? • Do all steps have handrails? • Is there a contrasting strip on step edges?	☐ ☐ ☐	☐ ☐ ☐
If there is a ramp to the building: • Is the gradient no steeper than 1:14? • Does the ramp lead to the main entrance?	☐ ☐	☐ ☐
THE BUILDING ENTRANCE(S)		
Are the entrance(s) threshold level?	☐	☐

If there is a step(s) at the entrance of the doorway:		
Is there a ramp of not more than 450mm in length and with a gradient of 1:8?	☐	☐
Is the entrance door easy to open?	☐	☐
Is the clear door space 850mm?	☐	☐

Internal Environment

PHYSICAL ENVIRONMENT	YES	NO
Is the enquiry or reception counter low enough for a wheelchair user?	☐	☐
Does the venue have an accessible path of travel from the front entrance to all areas guests will use?	☐	☐
If there are internal steps:		
- Do all steps have handrails? - Is there a contrasting strip on step edges?	☐ ☐	☐ ☐
If there are ramps:		
- Are they no steeper than 1:14? - Do they have handrails?	☐ ☐	☐ ☐
Do all doors have a clear space 850mm?	☐	☐
If there is only a side approach to the door, is there 1200mm clear space in front of the door?	☐	☐
Does the venue have a non-slip floor surface or carpets with a firm low pile of 6mm or less?	☐	☐
VISIBILITY		
Are facilities in the venue clearly signed?	☐	☐
Is the venue well lit?	☐	☐
Are there any areas of high reflection or glare?	☐	☐
TOILETS		
Does the venue have an accessible toilet?	☐	☐
Is the toilet situated on the same floor as the function?	☐	☐
Does the door have a clear space of 850mm?	☐	☐

If the door opens inwards is the circulation space large enough so that the person in a wheelchair can shut the door once inside?	☐	☐
Is there 1250mm space at one side of the toilet pan?	☐	☐
Is there a grab rail next to the toilet at 800–810mm high, preferably in an “L” shape?	☐	☐
SIGNAGE		
Does the venue have clear, directional signage to:		
• The function room?	☐	☐
• The toilets?	☐	☐

The Event

Everyone wants to be able to see the stage, hear the speeches being made, and understand the 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, relaxed, and welcome

COMMUNICATION				YES	NO
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?				☐	☐
Can the audio-visual technicians' position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?				☐	☐
Does the venue have an audio loop installed?				☐	☐
Audio Loop to be used (please circle)	Induction Loop	Infra-Red	FM		
Has the audio loop been placed towards the front of the room with clear sight lines to the stage and the interpreter?				☐	☐
SIT DOWN EVENT					
Are there sufficient walkways (1000mm or wider) in the function room?				☐	☐
Is there 900mm space between tables?				☐	☐
Do tables provide 710–840mm leg clearance beneath the unit and a table height of 730–870mm?				☐	☐