










People can face barriers when attending and participating in community events and functions in a variety of ways, for example, hearing what is said, seeing small print on an invitation, climbing steps to a venue, or using the toilets. The following checklist asks questions about various accessibility features of your event or function. It helps you to see where you are doing well and where improvements can be made.

	You answered 'no' to most of the questions in this section. Sound the alarm! Take action to address this area.
	You answered 'yes' to some of the questions in this section. One to watch – you're on the right track, but there is more you could do to increase the accessibility of your event or function. Where access features cannot be implemented, barriers can be addressed by having informed staff available to provide assistance and hiring extra equipment, services or facilities, for example.
	You answered 'yes' to all or most of the questions in this section. Great work – your event or function can be enjoyed by everyone!

Accessibility feature	Rating
<p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Have you sought advice from an access expert, disability organisations, and/or persons with lived experience of disability about your event?</li> <li>• Have you considered how will you respond to accessibility requests?</li> </ul>	
<p><b>Promotional material</b></p> <ul style="list-style-type: none"> <li>• Is the promotional material available in accessible formats or can it be made available on request? e.g. large print.</li> <li>• Is the text at least a minimum of 12 point type size and is there an absence of background graphics and patterns?</li> <li>• Does the invitation or promotional material list any accessibility features, e.g. hearing loops, accessible parking?</li> <li>• Is the language appropriate? e.g. talking about 'accessible toilets and parking' rather than 'disabled toilets and parking'.</li> <li>• Have you encouraged your audience to identify their access requirements? e.g. a sign language interpreter.</li> <li>• Have you provided information about accessible public transport points close to the venue?</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;">   </div>	

Accessibility feature	Rating
<p><b>Indoor facilities</b></p> <ul style="list-style-type: none"> <li>• Is there level access to and within the venue with no steps or other barriers:                             <ul style="list-style-type: none"> <li>○ From accessible parking spaces or other arrival points through the main entrance(s)?</li> <li>○ To all the areas being used by participants including conference rooms, dining areas, outside areas and exhibition areas?</li> </ul> </li> <li>• Are doors easy to open and wide enough for a person using a wheelchair or scooter to get through?</li> <li>• If participants have to use a lift, is it big enough for a person using a wheelchair or scooter to get in and out?</li> <li>• Is there at least one accessible unisex toilet at the same location as other toilets, or close by?</li> <li>• Is there good lighting?</li> <li>• Are the acoustics good?</li> <li>• If the venue has an inbuilt PA system, is there also a hearing loop or similar system to assist people with hearing impairment?</li> <li>• Does the venue have clear signage?</li> <li>• Is the venue clear of obstacles and trip hazards?</li> <li>• Do guests have access to a separate, quiet area to allow them to take a break, if needed?</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="245 1137 448 1296"> </div> <div data-bbox="512 1124 679 1292"> <p>This is a quiet area</p> </div> </div>	
<p><b>Outdoor facilities</b></p> <ul style="list-style-type: none"> <li>• Are there accessible portable toilets?</li> <li>• Are there clear signs to identify the location of features such as toilets, first aid points and main event spaces?</li> <li>• Are there designated areas reserved for people using wheelchairs close to stages or main event areas and good paths of travel to those areas?</li> <li>• Does the event layout provide for the best access and circulation?</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="245 1693 443 1886"> <p>First Aid 08222 1111</p> </div> <div data-bbox="520 1709 692 1859"> </div> </div>	

Accessibility feature	Rating
<p><b>Staff and volunteer engagement</b></p> <ul style="list-style-type: none"> <li>• Have staff been briefed on all the access provisions set in place for the event?</li> <li>• Is someone responsible for addressing access issues if they arise during the event and do all team members know who that is?</li> <li>• Do staff have a good understanding of appropriate ways to communicate with persons with a disability? e.g. focusing on the person, not their disability.</li> </ul>	
<p><b>Other considerations</b></p> <ul style="list-style-type: none"> <li>• If the event is ticketed, have you considered provision of a number of free or affordable tickets for community members?</li> <li>• Are processes in place for honouring Companion cards and similar services?</li> <li>• Is there a broad range of food and drink items for participants to choose from, including for those with special dietary requirements?</li> <li>• Do participants have access to the safe reporting of harassment or discrimination?</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	



**Access appraisals and disability awareness training:**

- Association of Consultants in Access Australia Inc. has a list of members who can provide access services and disability awareness training:  
<https://www.access.asn.au/>

**Disability services:**

- The Northern Territory Council of Social Service (NTCOSS) has a directory for accessing up-to-date listings of community sector social services available in the Northern Territory: <https://ntcoss.org.au/directory>

**Law:**

- Australian Human Rights Commission:  
<https://www.humanrights.gov.au/our-work/disability-rights>
- Northern Territory Anti-Discrimination Commission:  
<http://www.adc.nt.gov.au/>