

Inclusive Events Checklist

Making events accessible and inclusive for all

INVITATIONS AND PROMOTIONAL MATERIAL	YES	NO	N/A
Plain and legible font, text size is minimum of 12-point type size			
Includes information about the venue's accessible facilities e.g. parking location, public transport, drop-off locations			
Guests have the option of registering or booking through multiple communication channels			
Guests have the option to identify if they have access requirements e.g. accessible parking, an audio loop or sign language interpreter			
Guests have the option to identify if they have any dietary or cultural requirements			
Images with people are inclusive and diverse			
No discriminatory images, language or content, and no gender, cultural, religion-based, age-based and LGBTQI+ stereotypes			
TRAVELLING TO THE VENUE			
Continuous accessible path to the venue from the parking bay and the closest bus stop is available			
EVENT			
Includes an Acknowledgement of Country or a Welcome to Country			
Speaker line-up is diverse in terms of age, gender, and cultural and religious background to reflect the diversity of the attendees			
Catering considers people with limited diets			
Food is clearly labelled as vegan, vegetarian or gluten-free, and indicates allergens			
Both alcoholic and non-alcoholic drinks are offered			
People can comfortably and anonymously give feedback for the event			
Scheduled sufficient breaks for people with medical or personal needs			
VENUE			
Gently-sloped ramp is available for wheelchair users to enter the venue			
The reception counter is low enough for a wheelchair user			
There is an accessible path of travel from the entrance to all areas used by guests			
Walkways, passageways and doors are at least 1 metre wide for wheelchair or mobility aid users			
Unisex and accessible toilet is available nearby			
An audio loop is installed at the venue			
Evacuation procedure in case of emergency meets the needs of people with disability			
When planning the physical space of the event, ensure accessibility pathways are not blocked			

This list is only a starting point for making events inclusive and accessible for everyone. Think of what you and your events team can do to improve your event's accessibility and inclusiveness and make an action plan.

Get in touch with HR if you want help hr@arc.unsw.edu.au