Creating an Accessible Event

This guide is designed to help those responsible for organising events to increase accessibility and inclusion. While it gives guidance on best practice; it may not be attainable to address every item.

Why is it important for my event to be accessible?

» In 2021, 2752 people in the City of Kalamunda reported needing help in their day-to-day lives due to disability.

» Good access to events benefits everyone! It makes sense to welcome as many people as possible to your event.

» Thinking about accessibility early in the event planning process is much easier than addressing access at a later stage.

The Venue

» Finding an accessible venue, either outdoors or indoors can be difficult. Many venues available for hire are not accessible or only have a few access features.

» As a starting point, consider venues that allow people to enter, exit and move around the building with ease, that offer accessible toilet facilities and where, ideally, the event can take place on one level only.

» Is the venue close to public transport?

Staff and Volunteers

» Ensure Staff and Volunteers are clearly identifiable at the event.

» Address the person with a disability, not their support worker/family/carer.

» Familiarise staff with the accessible features at the event.

» Remind staff not to make assumptions about what a person with a disability can or can't do, simply ask "How may I help you?"

Promotional Material

» Make sure text is at least 12pt, using a sans serif font such as Open Sans or Arial.

» Print on matte paper and in colours that have a minimum 3:1 contrast ratio on large text and 4.5:1 on regular text. Check colour contrast with Adobe's Colour Contrast Analyzer.

» Provide a number of ways of communicating guest attendance (e.g. phone, email, online).

» On the flyer and/or booking platform include this sentence: "We welcome and encourage the attendance of people with disabilities, and will endeavour to accommodate any access needs disclosed."

» Share the ways in which the venue and event is accessible, e.g.: accessible parking bays available, track matting to allow access for people using a wheelchair or walking aid, accessible toilets available, AUSLAN interpreters, etc.

» Include this sentence: "Please contact (insert contact name and number) to discuss any further access or dietary needs.

» Ensure all promotional material is available in alternative formats such as Word and PDF for those who use screen readers.

The Event

» Will you have an interpreter or guest speaker? Ensure the interpreter/speaker is located where people who are deaf can see the interpreters/speakers face and hand movements.

» Position spotlights for the interpreter/speaker which distribute light clearly and evenly to the face and upper body.

» Provide speakers with a guide to ensure their presentations can be easily read and understood by everyone, Accessibility Guidelines.

» Provide the interpreter with as much information as possible. Ensure the interpreter has access to MC and guest speaker notes, presentation slides, scripts, and run sheets at least a week in advance.

» If there is an entry fee, ensure your event accepts Companion Cards which allow a person with a disability to bring a carer/companion for free.

» Ensure there is a reduced entry fee for concession card holders, if possible.

» Ensure people with all different mobility requirements can access the first aid station.

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The Event (cont)

» Ensure performers, MC's, etc with disability can get on and off the stage.

» Provide optional seating and standing areas and a quiet space/chill zone area.

» Provide different types of seats, ones with and ones without arms.

» Only promote your event as accessible if it actually is. Outline how the event is accessible.

» Have you incorporated a short break if hosting a longer event to allow for toilet breaks and care for service animals?

External Environment

» Is there a continuous, even, accessible path of travel, including kerb ramps with no obstacles.

» Does the venue have an accessible parking bay?

» Is there a ramp to the building?

» Is the entrance door easy to open and clearly visible? Will the doors need to be propped open?

» Do the steps have a contrasting strip and handrails?

» Consider access and space for service dogs. Provide a water bowl.

Internal Environment

» Are facilities in the venue clearly signed?

» Is the venue well lit?

» Does the venue have a unisex accessible toilet designed to provide space for a person using a wheelchair or mobility aid? If no, ensure the contact person for accessibility requirements for the event is aware.

» Does the venue have clear, directional signage to the function room and toilets?

» Does the registration desk have a counter low enough for a wheelchair user?

Catering

» Is there 900mm space between tables to allow wheelchairs to maneuver and sit?

» Is there space under the table to allow a wheelchair to slide comfortably underneath?

» Kiosk/Food Trucks - Ensure height of service desk is accessible to people in wheelchairs, or alternatives provided so that people can order and pay easily.

» Provide a variety of meal options (vegan, gluten-free, etc). Ensure the dietary requirement platters are clearly labelled.

Outdoor Events

» Ensure the event layout, where stalls are located, provides for the best access and ease of movement.

» Provide some parking spaces close to the event for people with disability and also have a drop off area.

» Install portable accessible toilet facilities, marquees and/or first aid tents where required.

» Cover some grassy areas with materials that make mobility easier.

» Ensure cables are secure and covered to prevent trip hazards.

» Provide clear, directional signage to accessible toilets, accessible parking bays, request for assistance.

» Ensure fresh water, shade and sunscreen is available.

» Provide a clear meeting point for lost or disoriented patrons.

The City of Kalamunda Community Development team is here to help event organisers with any access and inclusion queries for events. The Events Team are here to help with advice on community and public events. Make them your first point of contact!

Phone: **9257 9999** or visit the City's website: Holding or Planning an Event | City of Kalamunda

For more detailed information on creating accessible events refer to: Creating accessible events (disability.wa.gov.au)