

Accessibility & Inclusion Checklist

The Christchurch City Council has put this checklist together for people just like you – organisers of events be they big or small



Photo courtesy of CCS Disability Action © Hanne Johnsen 2007

We know it's not always easy to remember all the ways you can make an event a little more accessible to anyone with access needs. This can be anyone in your community – Older People, Mums with prams, Cyclists, Wheelchair users, Culturally and Linguistically Diverse Communities, people recovering from sports injuries.

We need activities that everyone can participate in, both in the city and in local communities. This checklist should help you do this. Take your time and complete the list as you organise each area of the event. The list is written from the perspective of disabled people in Christchurch, so some things you may not have thought of before.

If you need help or advice please check out our web page, or email accessibleevents@ccc.govt.nz for more help.

Accessibility and inclusion checklist

Event name: _____

Organiser: _____ Location of event: _____

Date(s) of event: _____

Mobile: _____ Email: _____

Please answer the below questions, to help us understand your event.

Does your event have?		Pre-event information		How do you let people know about this?
No*	Yes			
		Promotional material (PM)	<ol style="list-style-type: none"> 1. PM states that specific access requests are welcome and will be catered for when possible 2. PM available in a range of formats, eg printed, large print, audio, website, social media 	
		Contact information	<ol style="list-style-type: none"> 3. PM states who to contact for more information, including contact email address, phone number and website address 4. Event booking people who know or who can find answers to accessibility questions 	
		Geographic location	<ol style="list-style-type: none"> 5. PM states the event street address 6. PM includes a map 	
		Venue	<ol style="list-style-type: none"> 7. PM states the type of venue your event will be held in, ie indoors or outdoors 8. If outdoors, ground surfaces that are easy for a person using a wheelchair to move over, eg firm, even, free of hazards 9. If indoors, full access, ie level, or with lift or ramp, or are there steps 	
		Event timing	<ol style="list-style-type: none"> 10. PM states the start and end time 11. PM states the time the venue opens 	
		Affordability	<ol style="list-style-type: none"> 12. PM includes clear information on cost, including any costs beyond an entry fee 13. PM details concessions for carers, Community Services Card holders, KiwiAble card holders, or by age 14. A policy of free access for carers 	

Does your event have?		Getting to and from the event		How do you let people know about this?
No*	Yes			
		Bus transport	<ol style="list-style-type: none"> 15. Easy bus access 16. Arrangements for additional buses. If so, are they accessible? Cost? 	
		Car parking	<ol style="list-style-type: none"> 17. Ample Mobility Car Parking 18. A place to drop-off and pick-up people at the main entrance 	
		Taxi	<ol style="list-style-type: none"> 19. A designated place for taxis to drop-off and pick-up people 20. Taxi phone 	
		Site/exterior entry	<ol style="list-style-type: none"> 21. A site layout map/schematic showing entry and other key features 22. Level, lift or ramped entry 	
		Exit accessibility	<ol style="list-style-type: none"> 23. Accessible emergency exit 24. A process for allocating staff to assist people with disabilities in the event of an emergency 	

*Please note reasons on the following page.

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