

Accessible Events Checklist

This checklist is designed to help event organisations assess their event accessibility.

It refers to access requirements set down in NZS 4121:2001 – Design for Access and Mobility but is not a legal compliance document.

This checklist is provided by Arts Access Aotearoa. For in depth information and more resources on accessible events see Arts for All: the publication <http://artsaccess.org.nz>

1. Communication and information	Free? *	Yes	No	Comments
Is information about access to the venue available in all events promotion and in a range of formats, e.g. printed material, large print, audio, website?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Have you included a variety of contact options (phone number, email, box office address) in your promotion channels?	Y	<input type="checkbox"/>	<input type="checkbox"/>	<i>Information to be added to promotional material</i>
Is printed information easy to read , with the option of providing it in a larger font?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
If you have an information stall, is the height easily accessible to people using a wheelchair?	Y	<input type="checkbox"/>	<input type="checkbox"/>	

2. Staff responsiveness	Free? *	Yes	No	Comments
Is there a staff member responsible for access requirements? Who is this?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff/volunteers available to provide assistance to disabled people?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff/volunteers have experience assisting disabled people and understanding their requirements?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Do any staff/volunteers members know New Zealand Sign Language ?	Y	<input type="checkbox"/>	<input type="checkbox"/>	<i>Information to be added to promotional material</i>

* *Is this measure free to implement?*

3. Transport	Free?	Yes	No	Comments
How far are public transport stops from your venue?	Y	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
Can people be dropped off and picked up outside the main entrance?	Y	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
Are there designated accessible parking spaces? If yes, how many?	Y	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
Can parking spaces be booked or reserved?	N	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
If parking is not available, where is the nearest place people can park (including accessible spaces)?	Y	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material

4. General access	Free?	Yes	No	Comments
Do you publicise in your promotional material that specific access requests are welcome and will be catered for when possible?	Y	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
Do you publicise the noise levels of the event: i.e. if noise in the event may be scary, disorienting or distressing?	Y	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
Are there any quiet areas in the venue where people can rest?	N	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material
Are there specific designated area for your spectators with special access needs to attend the performance/competition in the best conditions offered?	N	<input type="checkbox"/>	<input type="checkbox"/>	Information to be added to promotional material

5. Floor surfaces and ramps	Free?	Yes	No	Comments
Are all public areas fully accessible? If ramps are used , are they compliant to the Building Code with respect to slope steepness and any turns?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Do ramps have handrails ?	N	<input type="checkbox"/>	<input type="checkbox"/>	

Are ramps, stairs and other surfaces slip-resistant ?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Are ground surfaces easy for a person using a wheelchair to move over, e.g. even, free of hazards?	N	<input type="checkbox"/>	<input type="checkbox"/>	

6. Toilets/bathroom	Free?	Yes	No	Comments
Does the venue have accessible toilets ?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Are accessible toilets clearly identified ?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough room for a person using a wheelchair to turn 360 degrees, and a companion? (minimum dimensions of 1900mm by 1600mm)	N	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a cleaning schedule in place for the accessible toilets ?	N	<input type="checkbox"/>	<input type="checkbox"/>	

7. Interpretation	Free?	Yes	No	Comments
Are you planning for some of your shows to be sign-interpreted?	N	<input type="checkbox"/>	<input type="checkbox"/>	<i>Information to be added to promotional material</i>
Are you planning to include some audio-descriptions at your event?	N	<input type="checkbox"/>	<input type="checkbox"/>	<i>Information to be added to promotional material</i>

8. Signage	Free?	Yes	No	Comments
Is signage clear and legible throughout the venue?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Are signs and labels displayed between 1200mm and 1675mm above the ground?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Is the colour of signs easy to read and of high contrast ?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Is the font and point size of signs easy to read? (use a XXXX font at least 22 point size)	Y	<input type="checkbox"/>	<input type="checkbox"/>	

9. Food and beverage	Free?	Yes	No	Comments
Is water freely available?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Are food outlets accessible with respect to counter height?	N	<input type="checkbox"/>	<input type="checkbox"/>	

10. Seating	Free?	Yes	No	Comments
Is rest seating available throughout public spaces in the venue?	N	<input type="checkbox"/>	<input type="checkbox"/>	<i>Information to be added to promotional material</i>
Is seating easy to get up from? (450mm - 520mm high or 350mm high for small people and children)	N	<input type="checkbox"/>	<input type="checkbox"/>	
Are furniture and fittings free of hazards , e.g. no sharp corners, no flip chairs, colour-contrasted?	N	<input type="checkbox"/>	<input type="checkbox"/>	

11. Emergency exits and evacuation procedure	Free?	Yes	No	Comments
Are emergency exits accessible to everyone?	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system of allocating staff to assist disabled patrons in the event of emergency?	N	<input type="checkbox"/>	<input type="checkbox"/>	
Are both visual and audio warnings provided in an emergency?	N	<input type="checkbox"/>	<input type="checkbox"/>	

Useful links:

- The **Halberg Disability Sport Foundation's 'NET'** is a training course on adapting sport, physical education and recreation to include physically disabled New Zealanders. www.halbergallsports.co.nz/schoolshalberg-net
- **Aspire Canterbury** - www.aspirecanterbury.org.nz/
- For more information on compliance with the Building Code and providing an accessible venue, contact the **Barrier Free New Zealand Trust** (www.barrierfreenz.org.nz).
- **Creative Victoria** - Resources to help you find out more about Disability Action Plans and planning [Top tips resources](#).