

INCLUSIVE EVENTS CHECKLIST

ORGANISATION	YES	NO	N/A
A diverse group of students is involved in the planning of events			
Guests are contacted ahead of time to confirm any specific accessibility requirements			
Events are arranged in a hybrid format to allow attendees with disabilities to participate virtually if needed			
Presenters are briefed on presenting accessibly			
INVITATIONS AND PROMOTIONAL MATERIAL			
Plain and legible font, text size is minimum of 12-point type size, has good colour contrast			
Includes information about the venue's accessible facilities e.g. parking location, public transport, drop-off locations			
Promotion on social media is accessible, using tools such as description of images, accessible hashtags, captioned videos and accessible formats			
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			
Information is provided on how to access the venue, including venue drop off points, accessible parking, public transport and walking directions			
EVENT			
Audience is informed if there will be any flash lighting, strobes, smoke, loud noises or other special effects			
If the lights are dimmed for presentations, any sign language interpreters are still adequately lit			
An Acknowledgement of Country or a Welcome to Country is included			
The host or event organiser provides a 'house-keeping' statement at the beginning of the event, outlining the layout of the room, breakout rooms, and location of the toilets, meal areas, fire exits and emergency procedures			

EVENT	YES	NO	N/A
Speaker line-up is diverse in terms of age, gender, and cultural and religious background to reflect the diversity of the attendees			
If using name tags, there is space for attendees to include their pronouns			
Space is provided for Auslan interpreters (if required). Ensure interpreters are positioned in a well-lit area at the front visible to the audience. Reserve space at the front for Deaf, Hard of Hearing, or lip-reading attendees			
Catering considers people with limited diets			
Food is clearly labelled as vegan, vegetarian or gluten-free, and indicates allergens			
If the event involves alcohol, ensure non-alcoholic drinks are offered as well			
People can comfortably and anonymously give feedback for the event			
Scheduled sufficient breaks for people with medical or personal needs			
Ensure signage and onsite banners have good colour contrast and are easy to read from several meters away- and that signage is placed in logical areas			

VENUE

The venue is aware of requirements around service animals in Australia (Provisions around service animals: water, place to go to the toilet)			
There is access to the outdoors to allow people to walk service dogs during breaks			
Ensure entrances are clearly signed			
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, elevators, and doors are at least 1 metre wide for wheelchair or mobility aid users			
Guests have access to a separate, quiet area			
There is adequate seating at standing events			
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			
Clear signage is used to direct attendees to prayer rooms			