

# Welcoming Events

## Events for Everyone

The most effective way of gaining a *Welcoming Event* endorsement is to think about access at the very earliest planning stages of your event. The following checklist lists the steps recommended in planning, promoting, implementing and evaluating your event.

### Step 1 – Gaining commitment

Have you gained commitment from all your stakeholders (committee, performers, stallholders, contractors etc) to achieving a *Welcoming Event* status?

### Step 2 – Planning your event

	YES	NO
Have you involved people with a disability in planning your event?	<input type="checkbox"/>	<input type="checkbox"/>
Have you talked to your local Events Officer about your event?	<input type="checkbox"/>	<input type="checkbox"/>
Is public transport available to your event?	<input type="checkbox"/>	<input type="checkbox"/>
Is there accessible parking close to the main entrance? TIP: Temporary bays can be constructed by using portable signs provided by the Council Events Team.	<input type="checkbox"/>	<input type="checkbox"/>
Is there a firm and level path of travel from the parking area to the entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the main entrance free of steps? TIP: When choosing a venue for your event, consider venues that allow people to enter, exit and move around with ease.	<input type="checkbox"/>	<input type="checkbox"/>
Is the main entrance at least 800mm wide?	<input type="checkbox"/>	<input type="checkbox"/>
Is the front door easy to open?	<input type="checkbox"/>	<input type="checkbox"/>
Does your event provide at least one low height service counter at the main customer service/payment area?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff/volunteers aware of access/communication needs of people with a range of abilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a site map for your event which highlights the location of accessible facilities/services?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a clearly marked information desk/area where participants can ask questions about the event?	<input type="checkbox"/>	<input type="checkbox"/>
If your event charges an attendance fee, does it accept and promote free entry for Companion Card holders?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered accepting other concession cards?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an accessible toilet available? TIP: The Events Team may be able to assist by providing a portable accessible toilet.	<input type="checkbox"/>	<input type="checkbox"/>
Is there an accessible pathway to all public facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Is there clear signage to amenities? TIP: The Events Team may be able to assist by providing portable signage.	<input type="checkbox"/>	<input type="checkbox"/>
Is a hearing loop/other assistive communication technology provided and promoted?	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered captioning/Auslan?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting throughout the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate seating provided at appropriate points throughout the venue?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency/evacuation and information about evacuation procedures areas accessible for everyone?	<input type="checkbox"/>	<input type="checkbox"/>



### Step 3 – Promoting your event

YES NO

Have you promoted your event as a *Welcoming Event*?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you included the *Welcoming Event* logo on promotion and publicity materials?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you promoted the availability of services such as a hearing loop, the acceptance of the Companion Card etc?

<input type="checkbox"/>	<input type="checkbox"/>
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Have you included a mobility map in promotional materials indicating the location of accessible parking, entrances and toilets?

<input type="checkbox"/>	<input type="checkbox"/>
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Are written promotional materials provided in accessible formats?

<input type="checkbox"/>	<input type="checkbox"/>
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### Step 4 – Evaluating your event

YES NO

Did you receive feedback from participants, either verbally or by using customer survey?

<input type="checkbox"/>	<input type="checkbox"/>
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Did you conduct a post-event debriefing with your event steering committee and various stakeholders?

<input type="checkbox"/>	<input type="checkbox"/>
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Was there an increase in participation by people with a disability?

<input type="checkbox"/>	<input type="checkbox"/>
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Are you able to identify strategies that worked well and areas for improvement?

<input type="checkbox"/>	<input type="checkbox"/>
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Your Events Officer would welcome the opportunity to discuss the successes and limitations of your event with you.

<input type="checkbox"/>	<input type="checkbox"/>
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