

Event Access Checklist

How would you include a person with a disability in your event?

Promotional Material

Text

Yes

No

- Are you using Arial font in your invitations and promotional material?
- Is all text at least a minimum of 12 point type size?
- Have the invitations and promotional material been printed on matt paper and in contrasting colours?
- Is the text uncluttered with an absence of background graphics and patterns
- Does your promotional material include information about:
 - Accessible parking
 - Accessible toilets
- Does your promotional material include the wording...
 - If you have dietary requirements please contact...
 - If you have any access requirements please contact...
 - This information is available in different formats on request?

External environment

Yes

No

Accessible Parking Bays

- Does the venue have an accessible parking bay?
- Is the accessible parking bay/s clearly identified?
- Is the distance from the car park to entrance less than 40m?
- Is there a set down area close to the event?

Pathways

- Is there a continuous accessible path of travel, including kerb ramps, from the parking bay to the venue?
- Is there a ramp available for wheelchair users where there are steps?
- Do all steps have handrails?

Event Communication

- Is there clear directional signage to your event?
- Will people with hearing difficulties be able participate in your event?

Yes No

Toilets

- Does the venue have a unisex accessible toilet? ▲
- Does the door have a clear space of 800 mm (preferred) or 850 mm?
- If the door of the toilet door opens inwards is the space large enough for the person in a wheelchair to shut the door once inside?
- Is there 950 mm space at one side of the toilet pan?
- Is there a grab rail next to the toilet at 800 mm – 810 mm high, preferably in an “L” shape?

If you have answered no to the questions above please prioritise and place on the Access Barrier List. Please contact and discuss possible actions/solutions with the Shire of Mundaring on 9290 6715.

	Access Barrier List	Actions/ Solutions
1.		
2.		
3.		
4.		
5.		

▲ An accessible toilet is important for the inclusion of people with disabilities in local events. The hire of a unisex accessible toilet is an acceptable budget item for your grant application