

On Day Accessible Event Checklist

Use this as a quick check that accessibility actions are in place to help ensure that all essential tasks are completed before, during and after the event.

1. Venue Readiness

- ☐ All accessible entrances and routes are open, clearly marked, and unobstructed.
- ☐ Accessible toilets are unlocked, clean, and signposted.
- ☐ Quiet spaces or rest areas are set up and clearly indicated.

2. Signage and Navigation

- ☐ Directional signage is large, clear, and includes pictograms where possible.
- ☐ Information desks/staff are available to guide attendees to accessible routes.

3. Staff and Volunteer Briefing

- ☐ All staff/volunteers know their accessibility responsibilities.
- ☐ Dedicated accessibility staff/volunteers are on-site and easily identifiable
- ☐ Everyone is briefed on emergency procedures for attendees with disability.

4. Accessibility Services

- ☐ Auslan interpreters or captioners are present if scheduled.
- ☐ Assistive listening devices are available and functioning.
- ☐ Reserved seating areas are set up.

5. Communication and Support

- ☐ Event program is available in accessible formats
- ☐ Welcome announcements include accessibility info
- ☐ Support staff are checking in periodically with attendees who requested assistance.

6. Feedback and Follow-Up

- ☐ Process is in place for attendees to give real-time feedback
- ☐ Accessibility coordinator or contact person is available throughout the event.