# Accessible Events Checklist

This checklist is designed to help event organisers 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 has been adapted from Arts Access Aotearoa’s Accessibility checklist with assistance from our Disability Advisory Group.

Further resources and more in-depth information is available at [www.artsaccess.org.nz](http://www.artsaccess.org.nz).

## 1. Community and information

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Is accessibility information about the event and the venue available in a range of formats and channels: e.g. printed material, large print, audio, website? |  |  |  |
| Is printed information easy to read, with the option of providing it in a larger font? |  |  |  |
| If you have an information stall, is the height easily accessible to people using a wheelchair? |  |  |  |
| Do you have an accessibility plan for your event that is communicated with all stakeholders? |  |  |  |

## 2. Staff responsiveness

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Do staff have experience assisting disabled people and understanding their requirements? |  |  |  |
| Are staff / volunteers / security available to provide assistance to disabled people? |  |  |  |
| Do any staff members know New Zealand Sign Language? |  |  |  |
| Is there a staff member responsible for access requirements? Who is this? Is this made available to disabled people? |  |  |  |

## 3. Transport and parking

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Can people get to the venue by public transport? If so, do you have a list of public transport and times if anyone enquires? |  |  |  |
| Can people be dropped off and picked up outside the main entrance? |  |  |  |
| Is the path to your venue clear and free of hazards? |  |  |  |
| Are there designated accessible parking spaces available at the venue? If yes, how many? |  |  |  |
| Can parking spaces be booked or reserved? If so how? |  |  |  |

## 4. Entrance access

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| If your building has stairs, is there ramped access via the main entrance? If not, how can people with mobility impairments enter your building? |  |  |  |
| Do you have a map available showing entrances and access? |  |  |  |

## 5. General access

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Is the main entrance to your venue free of trip hazards: e.g. doormat or ledges? |  |  |  |
| Is your venue free of hazards that block pathways: e.g. pot plants, display boards or furniture? |  |  |  |
| Are the aisles/pathways on accessible routes a minimum of 1200mm? |  |  |  |
| Are all the public areas fully accessible? If not, which areas and are there alternatives? |  |  |  |
| Are there specific designated seating areas for your spectators with special access needs to attend the event in the best conditions offered (ie close to toilets, food and beverage). |  |  |  |
| If ramps are used, are they compliant to the building code with respect to slope steepness, turns and do they have handrails? |  |  |  |
| Do you use tactile indicators in your space: e.g. changes in surface that can be felt with a cane, marking on edging of stairs, and braille lift buttons? |  |  |  |
| Do you use high-colour contrast in your venue: e.g. highly visible contrasting colours to indicate stair rises, door frames and signage? |  |  |  |
| Do you publicise the noise levels of the event: i.e. if noise in the event may be scary, disorienting or distressing? |  |  |  |
| Are there any quiet areas in the venue where people can rest? |  |  |  |

## 6. Floor surfaces

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Are ramps, stairs and other surfaces slip-resistant? |  |  |  |
| Are ground surfaces easy for a person using a wheelchair to move over: e.g. even, stable free of hazards and with a short-pile carpet? |  |  |  |

## 7. Interpretation and hearing loops

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Are you planning for some of your event to be sign interpreted? |  |  |  |
| Are you planning to include some audio-descriptions at your events? |  |  |  |
| Is a hearing loop available in the venue? If so is it well publicised including signage showing which parts of the venue it is linked to? |  |  |  |

## 8. Stairs and lifts

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Do stairs have continuous handrails with domed buttons at the top and bottom of the flight? |  |  |  |
| Can the lift be used independently by a person in a wheelchair: e.g. are buttons at a suitable height (between 900-1350mm from floor), and is the door opening a minimum width of 900mm? |  |  |  |
| Does the lift have a continuous support rail? |  |  |  |
| Is the lift clearly signposted and easy to find? |  |  |  |

## 9. Doors and doorways

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Are automatic doors provided in the venue? If yes, do the doors remain open for a minimum of 5 seconds? |  |  |  |
| Are all door handles at an optimum height of 1000mm above the floor? |  |  |  |
| Do all glass doors have hazard markings and / or glazing panels? |  |  |  |

## 10. Toilets / bathroom

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Does the venue have accessible toilets? |  |  |  |
| Are accessible toilets all-gender? |  |  |  |
| Are accessible toilets clearly identified? |  |  |  |
| Is there enough room for a person using a wheelchair to turn 360 degrees, and a companion? (minimum dimensions of 1900mm by 1600mm) |  |  |  |
| Are there L-shaped grab rails? |  |  |  |
| Are all amenities (washbasin, buttons, mirror, hand dryers etc) at an accessible height and can they be operated with one hand? |  |  |  |

## 11. Signage

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Is signage clear and legible throughout the venue? |  |  |  |
| Is the colour of signs easy to read and in high contrast? |  |  |  |
| Is the font and point size of signs easy to read (plan font, at least 22 point text)? |  |  |  |
| Are Braille signs used in the venue? |  |  |  |
| Do you publicise if strobe lighting, smoke or explosive sounds are used in the venue? |  |  |  |

## 12. Food and beverages

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Is bar height at an accessible level? |  |  |  |
| Can people have food and beverages delivered if they use a wheelchair and cannot access the bar/cafe? |  |  |  |
| Can people bring their own food and beverages into the venue, if they require them for taking medication/ for an illness? |  |  |  |
| Is water freely available? |  |  |  |

## 13. Seating and service

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Is rest seating available throughout public spaces in the venue? |  |  |  |
| In theatre areas or auditoriums, where can people using wheelchairs sit? |  |  |  |
| Do wheelchair seating spaces allow people to sit with their companions or with other people in wheelchairs? |  |  |  |
| Are service counters (e.g. reception, ticketing booths or bars) at an accessible height of 775mm? |  |  |  |
| Are row and seat numbers displayed in a large, clear way? |  |  |  |

## 14. Wheelchairs and hire

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Do you have a “recharge” area for people using motorised wheelchairs? |  |  |  |
| Can people hire or borrow a wheelchair at your venue? If so, how is this arranged and what are the booking procedures? |  |  |  |

## 15. Service dogs

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Is water available for a service dog? |  |  |  |
| Is there an area where a service dog can be toileted? |  |  |  |

## 16. Emergency exits and procedure

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Comments |
| Are emergency exits accessible to everyone? |  |  |  |
| Is there a system of allocating staff to assist disabled patrons both during and in the event of emergency? |  |  |  |
| Are both visual and audio warnings provided in an emergency? |  |  |  |
| Do you keep a record of how many people in wheelchairs are in the venue and where they are sitting? |  |  |  |