



SUPPORTING &
CHAMPIONING
VOLUNTARY MUSIC



Events checklist – disability & access

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Publicity materials

- Are written materials available in plain text and other languages?
- Can I produce other formats if requested?
- Is the availability of these alternative formats clearly documented on plain text publications?
- Have I sent it beforehand, or offered to send, copies of written information provided at the event to those that may need it, e.g. visually impaired people?
- Has information about facilities available at the venue (including facilities and arrangements for disabled people) been published?
- Have I asked about specific individual requirements on the booking form?
- Have I publicised whether I provide free places for personal assistants?
- Have I included the standard accessibility phrases and logos in my publicity material? (*See 'Accessibility symbols' in the guidance notes*).

Venue

- Are there adequate designated parking spaces (for blue badge holders) with the correct dimensions and marking?
- Can all visitors safely and easily travel around the venue (firms surfaces for wheelchair users, avoiding deep gravel and grass)?
- Are access routes free from unnecessary obstacles?

This checklist was Created by Voluntary Arts and adapted from the original (http://www.voluntaryarts.org/sdm_downloads/events-checklist-disability-and-access/) with permission by Making Music.

- Is the flooring even, level and solid?
- Is a ramp available for a step of more than 13mm?
- Is flooring slip-resistant and without a glossy finish?
- Are carpets/gravel/grass firm enough to prevent wheelchairs sinking in?
- Are carpets well secured? Are routes around the venue well lit?
- Are staff/volunteers available to guide visitors if necessary?
- Is the parking well lit?
- Are accessible toilets provided?
- Are there emergency procedures in place for evacuation/refuge of people with a range of abilities? Are staff/stewards briefed on these?
- How heavy are the doors – do we need someone to assist with opening them?
- Does the booking service I'm using (if relevant) offer different forms of access, e.g. minicom?

Information and products at the venue

- Are products and information displayed in a position and at a height that can be reached by everyone?
- ... or are staff/volunteers available to assist visitors in obtaining the information?
- Are hearing induction loops present and clearly signed?
- ... and/or, are Language Support Professionals available?
- Is the lighting sufficient for lip readers?
- Are any films subtitled or audio described?
- Will visitors need to write during the event
- If so, have I considered disabled people and if they need assistance?
- Do tables have a clear 400mm horizontal depth to accommodate wheelchairs?
- ... or are lightweight clipboards or lap trays available?
- Are emergency evacuation instructions clearly visible and available in a range of formats?

Seating arrangements

- Is a range of seating available?

- Do seating arrangements allow access for wheelchair users?
- Can wheelchair users move from their seats to the toilets with ease?
- Has seating been provided for personal assistants?
- Can people use alternative support aids if the seating is one-size-fits-all?

Catering arrangements

- Have I advertised that food will be available on publicity material sent out beforehand and asked to be notified of any specific dietary requirements?
- Have I allowed enough time between receiving responses and finalising my catering arrangements?
- If my event has self-catering facilities, are staff/volunteers available to assist disabled visitors?
- Has seating been reserved for disabled visitors?
- Is there plenty of room between tables for all visitors to move safely and easily?
- Has the caterer been asked to label different foods (e.g. meat, vegetarian) and ensure that these options are not served on the same platter?