**[Event] Access & Inclusion Event Plan**

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| **Event process** | **Ideas to consider for accessibility** |
| Event committee | * Add access and inclusion into project management and budget templates. * Add access and inclusion to the agenda for meetings. * Include accessibility and inclusion mapping to communicate where disability facilities are eg. parking, toilets, etc. * Consider engaging artists and presenters with a disability. * Engage with the Tablelands Regional Council (TRC) Inclusion Advisory Committee (IAC) to inform inclusion and access opportunities. * Refer to [IAC Action Plan](https://www.trc.qld.gov.au/download/inclusion-advisory-committee-action-plan/)**.** * Start with the basics and continue to develop each year. |
| Event planning | * Ask performers whether they have access requirements. * Offer free ticketing for companion and carer cardholders. * Provide appropriate seating with room for mobility aids, rest areas and a quiet space. * Provide seating with arm supports to help people enter and leave their seats. * Ensure fixed seating and tables provide space for wheelchair and pram access. * Ensure emergency evacuation procedures for people with disabilities. * Ensure suppliers consider access and inclusion when they provide products and services. * Provide warnings if there will be strobe or flashing lights. * Provide an induction and knowledge base information for staff and volunteers on the event’s accessibility elements. * Use TRC’s free sensory marquee for a quiet sensory space. |
| Event accessibility | * Consider which supportive technologies might apply i.e. Auslan for major addresses and presentations, captioning, audio description, hearing loops, speaker placements and low sensory performances. * Provide PowerPoint presentations in hard copy, in Word online and as an audio description for vision-impaired people. * Choose venues that are wheelchair accessible. Ensure people who use wheelchairs can easily enter, exit and move about. Remember some people use large powerchairs and may have a carer or support person with them. * Consider providing support for unified seating arrangements and choice of seating placements. * Book TRC accessible parking signs and stands for areas close to and drop-off/pick-up areas. * Ensure doorways that are marked as accessible are at least 850mm. * Hire a portable accessible toilet if there are no existing toilets. * Have stages accessible by ramp or lift. |
| Event promotion | * Use [inclusive and accessible language](https://www.stylemanual.gov.au/accessible-and-inclusive-content/inclusive-language/people-disability). * Promote the event’s access services. * Ensure promotional material lists aids to contacting the event, including the Translating and Interpreting Service, National Relay Service, email, phone and SMS number. * Minimum 12-point font size with 30% colour contrast and no italics or all capitals on print products. * Use a san serif font. * Include accessibility icons where applicable. * Avoid using PDF and have plain text and word documents available. * Actively promote accessible events to relevant communities e.g. deaf, blind and low vision, neuro-diverse and organisations. * Consider [alt text](https://accessibility.psu.edu/images/alttext/) for images, image descriptions, [captions](https://www.w3.org/WAI/perspective-videos/captions/) and transcripts for videos and hashtags with CamelCase (capitalising each word in the hashtag). * Give links unique and descriptive names. * Ensure the website uses [accessible colour contrast](https://color.a11y.com/). * Design forms for accessibility. * Ensure ticketing processes have accessible options. * Provide a way for attendees and participants to ask questions about accessibility prior to booking tickets, and a way to provide their access requirements when booking tickets. * Provide a social story so people know what to expect e.g. noise levels, lighting, lower sensory times, etc. |
| Post-event review | * Ask questions about access and inclusion in the post-event survey to learn what worked well and what improvements could be made for the next event. * Ensure feedback and survey processes are accessible and in different formats. |

**Access & Inclusion Event Action Plan (Example)**

| **Checklist item** | **Action** | **Who** | **Measure** | **Timeframe** | **$** | **Notes** | **Status** |
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| Add access and inclusion (A&I) to meeting agendas. | Include A&I as standing agenda item | Secretary | A&I actions tracked, monitored and reported at meetings | From inception meeting | N/A |  |  |
| Include accessibility and inclusion mapping to communicate where disability facilities are eg. parking, toilets, etc. | Map to include all accessibility entry points, parking, accessible toilets and supportive technology. | Secretary | User-friendly maps that provide information on all A&I facilities are developed. | Distributed two weeks prior to event. | TBA | Secretary seeking quote for toilets and printing. | Incomplete |
| Offer free ticketing for companion and carer cardholders. | Promote free ticketing for companion and carer cardholders on all promotional materials and at the entrance. Include in volunteer inductions. | Communications | Message is clearly communicated across marketing platforms. | As messaging is being developed. | TBC | Comms seeking quotes for media in paper, corflutes and radio advertising. | Progressing |
| Choose venues that are wheelchair accessible. Ensure people who use wheelchairs can easily enter, exit and move about. Remember some people use large powerchairs and may have a carer or support person with them. | Ensure venue is accessible by measuring entry ways, exits and within the site. | Planning and rostering | There is ample room provided for people to freely move around. | Include in all planning phases up to event. | TBA | Getting quote on extra mobile ramp for entry. | Incomplete |
| Provide a social story so people know what to expect e.g. noise levels, lighting, lower sensory times, etc. | Develop a social story that describes the event, sensory input to be expected and details of reduced sensory sessions. | Secretary and Comms | Social story ensures there are no surprises and people can make decisions as to what/if they attend. | Distributed two weeks prior to the event. | N/A | Developing sensory reduced opportunities. | Progressing. |
| Ask questions about access and inclusion in the post-event survey to learn what worked well and what improvements could be made for the next event. | Develop survey to reflect A&I input | Secretary | Responses are received for all aspects of A&I including access, entry, booking, performances, lighting, noise, etc. | Available at event. | N/A | Develop various survey platforms including online, paper and email. Volunteers to assist with survey completion | Ongoing |