Accessible Events and Training Checklist

☐ Invitation and RSVP messaging is accessible.
☐ Guests asked about accessibility needs and needs have been catered for.
☐ Budget/ resources have been allocated to meet accessibility requirements if necessary.
☐ The venue is physically accessible.
☐ Accessible toilets have been identified and appropriately signposted.
☐ The technology is accessible, hearing augmentation audio visual presentations, presentation style etc.
☐ The presentation space accessible. Physical access, clear line of site, space for Auslan interpreters reserved seating available at the front of the venue.
☐ Alternative formats of presentation and other information are available upon request.
☐ Event staff are aware of emergency evacuation procedures for people with access requirements.
☐ Feedback documentation accessible or available in alternative formats.