



## 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.