

Accessibility Event Planning Checklist

☐ 1. Pre-event administration

- ☐ Include a clear accessibility statement with invitations and event pages, for example: "We'll do our best to meet your needs so you can fully participate. Please let us know if you require any special accommodations, such as dietary, religious, medical, alternative formats (braille, large print), hearing loops, BSL interpreters, wheelchair access, or specific seating."
- ☐ Ask attendees to share their accessibility requirements early on (dietary, mobility, sensory, communication).
- ☐ Allocate a budget for accessibility services like interpreters, ramps, assistive tech, and training. Train your team on disability awareness and inclusive customer service.

☐ 2. Venue accessibility

- ☐ Ensure the venue you choose has step-free access from parking to entrances and event spaces. Check there are ramps, handrails, wide doors, corridors, and aisles suitable for wheelchair users where needed.
- ☐ Confirm there is lift access to all floors and that they are wide enough for motorised wheelchairs and personal assistants.
- ☐ Make sure the venue has accessible restrooms.
- ☐ Confirm the room has a hearing loop or assistive listening system, and staff know how to operate it.
- ☐ Check if the speaker area is accessible (adjustable lectern/microphone).
- ☐ Provide quiet or private rooms for prayer, medication, or sensory breaks.
- ☐ Review emergency evacuation plans to ensure safe exits for all attendees.

☐ 3. Event schedule and structure

- ☐ Schedule sessions at appropriate times- for example meeting between 10:00am - 16:00pm and social after working hours.
- ☐ Include frequent breaks.
- ☐ Allow flexible participation options (virtual, recorded, quiet areas).
- ☐ Provide detailed agendas in advance, outlining session length so that attendees can prepare for the day ahead.

☐ 4. Catering and refreshments

- ☐ Offer diverse dietary options including vegan, allergy-friendly, and religious considerations.
- ☐ Clearly label all food and drinks.
- ☐ Provide non-alcoholic beverages.
- ☐ Ensure buffet tables and refreshment stations are at accessible heights.
- ☐ Communication and materials
- ☐ Supply event materials in multiple formats (digital, braille, large print, and audio).
- ☐ Use plain, inclusive language and ensure slides and visuals have high contrast without overcrowding or clashing colors.
- ☐ Make all materials screen reader friendly.

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☐ 5. On-the-day support

- ☐ Assign a dedicated accessibility contact person to assist guests with varying needs. Test all accessibility features beforehand (lighting, hearing loops, ramps, signage, etc).
- ☐ Stay flexible and ready to adapt to last-minute requests or changes.

☐ 6. Post-event follow-up

- ☐ Send a feedback form to attendees asking what worked well and what can be improved. This way, you can continuously improve on your event planning to ensure everyone feels as comfortable as possible at any future events.
- ☐ Use this feedback to update your accessibility checklist for future events.