Events and inclusion checklist

This is a checklist of things to consider when organising events (internal, external and online) to ensure they are accessible and inclusive.

Event title:

Date/times

1 Does the event take place on a religious/belief celebratory day?
Consider whether or not the event should take place if the proposed date on a religiously significant day.
www.reonline.org.uk/supporting/festivals-calendar/

Venue

2 Have you ensured that the venue location does not hold any negative implications for those you are aiming to engage - consider their protected characteristics, eg LGBT+, race, religion, gender?

3 Is there accessible public transport?

4 Is parking designated for disabled people available on site?

   If so, is it clearly signposted?

5 What assistance can be provided to visitors with mobility impairments if they are dropped off at the entrance?

6 Does the venue have wheelchair access?

7 Are there accessible toilets designed for people with a disability on the same floor as the main event and any other rooms used for the event?

   Are gender-neutral toilets also available? If not, private gender-neutral spaces should be incorporated into gendered facilities.

8 Are lift doors (including lifts from the car park) wide enough for a wheelchair? Is the lift big enough for a large wheelchair and at least one other person?

9 Are there controls at a height suitable for wheelchair users? Are there Braille or tactile buttons?

10 Are there fire alarms that are audible/visible to all?

11 Are there procedures in place for evacuating disabled people, including wheelchair users, in an emergency? Ask for a copy of the procedures in advance of the event.

   Will there be venue staff available to help evacuate disabled delegates and facilitators, and have staff had appropriate training on this?

12 Have you considered adjustments for attendees with disabilities that are not immediately visible, eg autism, dyslexia, diabetes, cancer, asthma, chronic illnesses?

13 Is there a separate room, should the need arise, for:

   (a) changing facilities and for breastfeeding?

(b) baby and children (if required)?

(c) prayer?

(d) people who may become unwell?

14   Does the venue provide catering for all dietary requirements, eg allergies, religious, vegetarian, vegan, pregnancy and maternity?

Speakers

15   When selecting speakers, have you been mindful to organise a balance/variety of speakers to ensure diverse representation and intersectionality, eg race, sexual orientation, gender, gender identity?

16   Have all the speakers been given appropriate information/guidance to fully participate in the event?

Communications

17   Does the invitation/pre-information to your event ask attendees to outline any access requirements – visible and non-easily visible disabilities (including those which are not related to a disability i.e. prayer room, menopause, parents' requirements)?

18   Do you offer a number of ways for delegates to book on to your event or contact you about their booking (ie by phone, email, text etc)?

19   Does the invitation to your event ask attendees to outline dietary requirements?

20   Have a range of promotional methods been used to ensure people who may not use electronic communications also receive information about the event (if applicable)?

21   Is language support required (both spoken language and BSL)? If yes, has this been agreed and is it ready for delivery of the event?

Documents/presentations

22   Has the content of documents or presentations been checked to ensure it does not include offensive references, inappropriate stereotypes or exclude any participants due to their protected characteristics?

23   Is the visual and audio equipment viewer-friendly for anyone with a disability, eg subtitles options, script provided?

24   Are presentations prepared sufficiently in advance to provide alternative formats or digital versions ahead of the event?

25   Are your presentations and handouts user-friendly for people with colour blindness and/or impaired vision?

26   Do you provide a printed copy of any information displayed on a screen, or ask if any participants need this?

27   Do you have text or audio explanations of complex diagrams or images?

28   Have speakers been briefed to read aloud any large sections of text that delegates will be required to read?

29   If a presentation or video contains strobe light effects, is there a clear warning in advance?

30   Have name tags been checked to ensure all names are spelt correctly?

Inclusiveness

31	Have you made it clear that dress codes do not prevent people from wearing religious or traditional dress, or clothes that prevent their gender expression?
32	Have you ensured that the programme is inclusive and does not incorporate aspects that only resonate with one particular group of people, eg saying a prayer before a meal (which may exclude people who do not have a faith/religion)?

Webinars

33	Do you have a named contact responsible for the ongoing accessibility of the event?
34	Are participants asked if they require any adjustments prior to attending webinars?
35	If requested, is it possible to send recordings to clients/participants, supported with scripts/subtitles?
36	If people are asked for feedback, are they told that alternative formats are available, eg large print, verbally?
37	Is there an option for attendees who do not have an computer or internet access to dial in by phone and participate?

On the day – at a venue

38	Do you have a named contact responsible for the ongoing accessibility of the event?
39	Do you know where accessible facilities are?
40	If step-free access is via an alternative route, do members know where this is?
41	Have you discussed Personal Emergency Evacuation Plans (PEEPs) with any delegate who might require one?
42	Do you ask for feedback on accessibility after the event?

Completed by: Date:

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Note: It may not be possible for events to meet all of the requirements above, but you should try to ensure that the majority of the above criteria are met.

Actions required to address above criteria   Date completed

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