

Accessible Events Checklist

This checklist is designed to help with accessibility to APFI events.

It refers to access requirements set down in NZS 4121:2001 – Design for Access and Mobility but is not a legal compliance document.



1. Communication and information	Yes	No	Comments
Is information about access to the venue available in all events promotion and in a range of formats, e.g. printed material, large print, audio, website?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you included a variety of contact options (phone number, email, box office address) in event promotion channels?	<input type="checkbox"/>	<input type="checkbox"/>	
Is printed information easy to read , with the option of providing it in a larger font?	<input type="checkbox"/>	<input type="checkbox"/>	
If you have an information tables etc, is the height easily accessible to people using a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	

2. Staff responsiveness	Yes	No	Comments
Is there a staff member responsible for access requirements? Who is this?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff/volunteers available to provide assistance to disabled people?	<input type="checkbox"/>	<input type="checkbox"/>	
Do staff/volunteers have experience assisting disabled people and understanding their requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Do any staff/volunteers members know New Zealand Sign Language ?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Transport	Yes	No	Comments
How far are public transport stops from your venue?	<input type="checkbox"/>	<input type="checkbox"/>	
Can people be dropped off and picked up outside the main entrance?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there designated accessible parking spaces ? If yes, how many?	<input type="checkbox"/>	<input type="checkbox"/>	
If parking is not available, where is the nearest place people can park (including accessible spaces)?	<input type="checkbox"/>	<input type="checkbox"/>	

4. General access	Yes	No	Comments
Do you publicise in your promotional material that specific access requests are welcome and will be catered for when possible?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any quiet areas in the venue where people can rest?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there specific designated areas for our participants with special access needs to attend the event in the best conditions offered?	<input type="checkbox"/>	<input type="checkbox"/>	

5. Floor surfaces and ramps	Yes	No	Comments
Are all public areas fully accessible? If ramps are used , are they compliant with respect to slope steepness and any turns?	<input type="checkbox"/>	<input type="checkbox"/>	
Do ramps have handrails ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are ramps, stairs and other surfaces slip-resistant ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are ground surfaces easy for a person using a wheelchair to move over, e.g. even, free of hazards?	<input type="checkbox"/>	<input type="checkbox"/>	

6. Toilets/bathroom	Yes	No	Comments
Does the venue have accessible toilets ?	<input type="checkbox"/>	<input type="checkbox"/>	
Are accessible toilets clearly identified ?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there enough room for a person using a wheelchair to turn 360 degrees, and a companion? (minimum dimensions of 1900mm by 1600mm)	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a cleaning schedule in place for the accessible toilets ?	<input type="checkbox"/>	<input type="checkbox"/>	

7. Interpretation	Yes	No	Comments
Are we planning for some of our events to be sign-interpreted?	<input type="checkbox"/>	<input type="checkbox"/>	
Are we planning to include some audio-descriptions at this event?	<input type="checkbox"/>	<input type="checkbox"/>	

8. Signage	Yes	No	Comments
Is signage clear and legible throughout the venue?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the colour of signs easy to read and of high contrast ?	<input type="checkbox"/>	<input type="checkbox"/>	

9. Food and beverage	Yes	No	Comments
Is water freely available?	<input type="checkbox"/>	<input type="checkbox"/>	
Are food outlets accessible with respect to counter height?	<input type="checkbox"/>	<input type="checkbox"/>	

10. Seating	Yes	No	Comments
Is rest seating available throughout public spaces in the venue?	<input type="checkbox"/>	<input type="checkbox"/>	
Is seating easy to get up from? (450mm - 520mm high or 350mm high for small people and children)	<input type="checkbox"/>	<input type="checkbox"/>	
Are furniture and fittings free of hazards , e.g. no sharp corners, no flip chairs, colour-contrasted?	<input type="checkbox"/>	<input type="checkbox"/>	

11. Emergency exits and evacuation procedure	Yes	No	Comments
Are emergency exits accessible to everyone?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a system of allocating staff to assist disabled patrons in the event of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	
Are both visual and audio warnings provided in an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	