Accessibility & Inclusion Checklist

The Christchurch City Council has put this checklist together for people just like you – organisers of events be they big or small



We know it's not always easy to remember all the ways you can make an event a little more accessible to anyone with access needs. This can be anyone in your community – Older People, Mums with prams, Cyclists, Wheelchair users, Culturally and Linguistically Diverse Communities, people recovering from sports injuries.

We need activities that everyone can participate in, both in the city and in local communities. This checklist should help you do this. Take your time and complete the list as you organise each area of the event. The list is written from the perspective of disabled people in Christchurch, so some things you may not have thought of before.

> If you need help or advice please check out our web page, or email *accessibleevents@ccc.govt.nz* for more help.



Accessibility and inclusion checklist

Event name:			
Organiser:	Location of event:		
Date(s) of event:			
Mobile:	Email:		

Please answer the below questions, to help us understand your event.

Does your event have?		Pre-event information		How do you let people know	
No*	Yes			about this?	
		Promotional material	1. PM states that specific access requests are welcome and will be catered for when possible		
		(PM)	2. PM available in a range of formats, eg printed, large print, audio, website, social media		
		Contact information	3. PM states who to contact for more information, including contact email address, phone number and website address		
			 4. Event booking people who know or who can find answers to accessibility questions 		
		Geographic 5. PM states the event street address			
		location	ocation 6. PM includes a map		
		Venue 7. PM states the type of venue your event will be held in, ie indoors or outdoors			
		8. If outdoors, ground surfaces that are easy for a person using a wheelchair to move over, eg firm, even, free of hazards			
		9. If indoors, full access, ie level, or with lift or ramp, or are there steps			
		Event timing 10. PM states the start and end time			
		11. PM states the time the venue opens			
		Affordability 12. PM includes clear information on cost, including any costs beyond an entry fee			
		13. PM details concessions for carers, Community Services Card holders, KiwiAble card holders, or by age			
			14. A policy of free access for carers		

Does your event have?		Getting to and from the event		How do you let people know about this?	
No*	Yes	-	about this?		
		Bus transport	15. Easy bus access		
			16. Arrangements for additional buses. If so, are they accessible? Cost?		
		Car parking	17. Ample Mobility Car Parking		
			18. A place to drop-off and pick-up people at the main entrance		
		Taxi	19. A designated place for taxis to drop-off and pick-up people		
			20. Taxi phone		
		Site/exterior 21. A site layout map/schematic showing entry and other key features			
		entry 22. Level, lift or ramped entry			
		Exit	23. Accessible emergency exit		
		accessibility	24. A process for allocating staff to assist people with disabilities in the event of an emergency		

Does your event have?		At the event		How do you let people know	
No*	Yes			about this?	
		Interior access25. Level, lift or ramped entry to all aspects of the event26. A reception/information/payments desk at a height easily accessible to people in a wheelchair			
		Amenities	27. An accessible EFTPOS machine 28. A hearing loop		
		Getting around	 29. Good signage within the site – clear, legible, contrasting background, adequate size lettering 30. Passageways clear of obstacles 		
		Seating	 31. Specific designated area/s where people with disabilities may sit to best enjoy the event 32. Rest seating available throughout public spaces during the event 33. Seating that is easy to get up from 34. Furniture and fittings that are free of hazards 		
		Toilets	35. Ample accessible toilets36. Good signage to the accessible toilets		
		Service dogs	37. A policy allowing access for service dog38. Amenities for service dogs		

Does your event have?		Customer service		How do you let people know
No*	Yes			about this?
		Assistance from event personnel	39. Designated event staff or volunteers who can assist a person with a disability40. Training for event staff on disability and access matters	
		Interpretation	41. NZ Sign Language interpretation or sub-titles or sur-titles42. Audio-description	

Does your event have? How to find o		How to find o	out whether your event has been accessible and inclusive	How do you let people know
No*	Yes	about this?		about this?
		Surveys and/or focus groups	43. A post-event process to gain information from event attendees about access and other factors that affected access and inclusion	
		Complaints	44. Analysis and response to any complaints and compliments	
		Debrief	45. Event team debrief that includes accessibility on its agenda	

*Please note reasons below.

For the items you have indicated "no" please provide an explanation on restrictions on how it can become a yes. Where possible we would like to help you eliminate these in the future.

Item #	Item Name	Explanation

Please keep a copy of this document for your records but send this back to us, so we can understand the issues you are facing. Contact *eventsaccessibility@ccc.govt.nz*

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