



# Inclusive events checklist

## Creating inclusive events for people with disability and their families.

This document is designed to provide a simple checklist to support community groups and organisations in planning inclusive events where everyone can attend and participate. The purpose of this document is not to be an all-inclusive guide but an opportunity for staff who are running events to build accessible features easily into their event planning.

### Event planning stages



**Planning**



**Registration/  
Promotion**



**Event day**



**Post-event**



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# Planning



## Consider accessibility of the venue, ensuring:

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- Availability of a quiet space.
- Accessible parking is available nearby, and proximity to public transport.
- Accessible bathroom facilities.
- Wheelchair access with ramps and operating elevators.

## Considerations when creating event registration:

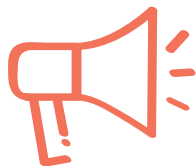
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- Provide a method for people to communicate accessibility requirements.
  - Include Information about what to expect at the event (access to quiet spaces, venue access, including transport and parking).
  - Include details on peak event times and an event agenda if applicable. This will assist people to plan their visit and avoid busy times if required.
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- Booking Auslan interpreters (if required).**
  - Creation of a Social Story/ Social Script.**
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### Top tip

Creating a social story or social script can be a practical way to share information about what to expect on the day. A social script is not just for children. Any person who requires information about what to expect can benefit from reading a social script. This can include photos showing the space, descriptions of the schedule, what to do if you need a break, and what the staff will be wearing at the event if you need to ask a question.

# Registration / Promotion



- Event promotions begin a minimum of one month prior; this allows people to plan their visit and book support workers if required.
- Use plain language to describe the event in promotional material.
- Include multiple methods for registration and accessibility queries, including online, via email or phone.
- Include the start and end times of your event in your promotion.
- Transport and parking information available on event promotions.
- Include event accessibility and access icons on event promotions.
- Include the wording inclusive in your promotion.
- For youth-specific events, communicate whether family members can be present
- Have a social story or social script available to show and describe the event.

## Top tip

A key consideration is that people need information to plan their visit. Where possible, include photos or videos of past events or the venue so that people know what to expect.

When running your next event, could you capture photos and video clips that could be used when promoting events in the future?

# Event day



## Ensure:

- Staff or volunteers are easily identifiable.
- Staff are welcoming and available to assist.
- Event schedule/maps available or displayed on arrival.
- Quiet spaces available for busy and loud times.
- Seating is available.
- Enough room for people with wheelchairs, and mobility aids to move around.
- Clear event signage.

### Top tip

A quiet space is an area where someone can have a break. If you don't have a dedicated room, consider an alternative space they could use for a break. This could be a kitchen area, a meeting room or outside space.

# Post-event



- When seeking feedback (on the day or post-event) include a question on access and inclusion.

# Resources

## For further accessibility tips and guidance, you can explore:

**Amaze:** [www.amaze.org.au](http://www.amaze.org.au)

Search  *Social Scripts / Reset Room Design*

**Sunflower Hidden Disabilities:** [www.hdsunflower.com](http://www.hdsunflower.com)

**Yarra City Council:** [www.yarracity.vic.gov.au](http://www.yarracity.vic.gov.au)

Search  *event planning toolkit*

**City of Whitehorse:** [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au)

Search  *Accessible communication*

**Mornington Peninsula Shire:** [www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au)

Search  *accessible business*

## Background

This document has been developed by the Brotherhood of St. Laurence (BSL) Disability Services in collaboration with Neighbourhood Houses and Community Centres.

Following co-design workshops in 2024, we gathered insights from people with a disability and carers on what is important to feel welcome and included when attending a community event.

Sussex Neighbourhood House, Orwil St Community House, Kensington Neighbourhood House and The Venny are located across Melbourne, and the participants of the co-design workshops were from different cultural and age demographics. Despite the diversity of the attendees, strong themes emerged during the workshops, which support the suggestions listed below.

## What we heard

We heard from people that accessibility was the key concern when deciding on what community events to attend. We heard that in some instances, people would not attend events at all due to accessibility concerns. What we have learnt is that many low-cost and no-cost solutions can be easily adopted to ensure that accessibility is factored into the planning, promotion and running of events. These inclusions support greater access for a wide range of community members.

## Acknowledgments

Thank you to the community members and Community Houses who contributed to this resource and community events across Melbourne. Thank you, Trudy, Mary, Mithrani, Sussex Neighbourhood House, Orwil St Community House, Kensington Neighbourhood House and The Venny.



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