



Delivering Accessible Events – Venue Checklist⁸

The following list is designed to help event organisers check accessibility at potential venues. It is for use while planning an event and auditing potential sites, not for general access checks for other facilities.

The questions and notes below may not be all-inclusive and considerations need to be made to the type of event and the activities planned. Anticipate the needs of your delegates, as they may indicate **supplementary requirements** for adjustments.

Event information:

Event name & date.....

Organisation

Address

.....

Event Room

Our Contact

Section 1: Journey from outside to Reception

Parking

Is there disabled car parking available Yes / No*

How many spaces?

Is the route to/from the front entrance accessible? Yes / No*

Is the entrance clearly signposted and well lit? Yes / No*

⁸ Based on Venue Access Check Form from the Employers' Forum on Disability, UK



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Front Door

Is the outside pavement level with the front entrance? Yes / OR...

If not, is there a ramp? Yes / No*

Is there a buzzer at the door? Yes / No*

Does the front door open automatically? Yes / No*

Is the width of the front door 80cm or more? Yes / No*

Is an assistant/receptionist always on duty and immediately available at the entrance? Yes / No*

Section 2: Journey from Reception to Meeting Room

Corridor

Does the route from the entrance to the meeting room have steps or other obstacles (i.e. to wheelchair users) Yes / OR...

Can the obstacles be moved? Yes / OR...

Can auxiliary equipment, such as a ramp, be installed? Yes / No*

Lift/Elevator

Are the lift/elevator dimensions not less than the following:

- Door 80cm..... Yes / No*
- Width inside lift 110cm..... Yes / No*
- Depth inside lift 140cm..... Yes / No*
- Turning circle 150cm..... Yes / No*

*If the answer to any of these questions is “No”, find out if there is an alternative route from the entrance to the meeting room. If there is, then conduct the above audit from the beginning, again. If not choose an alternative venue.



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Section 3: Disabled Restroom Facilities

Are disabled restroom facilities available? Yes / No*

Are the disabled restroom facilities easily accessed, and near the meeting room? Yes / No*

Does the disabled restroom facility meet or exceed the following:

- Width of the Toilet door 80cm Yes / No*
- Does the toilet door open outwards?..... Yes / No*
- Width of toilet room 150cm Yes / No*
- Depth of toilet room 220cm Yes / No*
- Is the emergency cord untied? Yes / No*
- Grab rails inside toilet room (preferably two)..... Yes / No*

Are there any obstacles in or around the disabled restroom facility..... Yes / No

Section 4: Meeting Room

Do the facilities in the meeting room meet or exceed the following:

- Table height 70-80cm Yes / OR...
- Can they be provided? Yes / No*
- Plenty of space in aisles for wheelchairs e.g. 120cm Yes / OR...
- Can the room be rearranged to make aisles of at least 120cm?..... Yes / No*
- Do the chairs provided for the meeting have arms? Yes / OR...
- Can they be provided? Yes / No*
- Is there a Deaf Loop Hearing System in the room? Yes / No*

In addition check the 'comfort factor' of the room. This is a subjective test, and if in doubt, you may wish to ask for an alternative opinion from a disabled colleague or potential delegate.

- Does the room have high ceilings? Yes / OR...
- If the ceilings are low, check the acoustics are adequate Yes / No
- Is the floor covering smooth enough for wheelchairs? Yes / No
- Is the room temperature comfortable? Yes / OR...
- Can the room temperature be controlled by delegates?..... Yes / No
- Is natural lighting available in the room? Yes / No
- Is the electrical lighting adequate?..... Yes / No



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Section 5: Dining

Note that chairs and tables criteria are indicated above in Section 4.

If a buffet is to be served:

- Are chairs and tables provided? Yes / No*
- If required by delegates, can waiters serve? Yes / No*

Section 6: Security

Does the venue need an E-mailed delegate list in advance of the event?

- If yes, how far in advance?

Does the venue issue security passes?

Section 7: Notes

On the day of the event, and as an on-going policy during the event, the organiser must constantly assess whether adjustments are required. For instance, consider signage that may be required as the event schedule progresses, for directions to different dining areas, routes to restroom facilities, storage or locker facilities etc.

Anticipate

Adjust

Re-Evaluate