EVENT GUIDE: CREATING INCLUSIVE & ACCESSIBLE EVENTS

Use this event guide to help design your events at the initial planning stage to consider accessibility needs.

Developing an Accessibility Plan can help you identify ways to make your event more inclusive for everyone, meaning more people can enjoy your event.

The NSW Toolkit states:
" With more than 20% of the NSW population living with disability, making your event accessible is also an important commercial decision. Promoting an event's focus on accessibility may also be an attractive prospect for supporting partners or sponsors. "

Event participants with accessible needs may include:

- a person who is deaf or hard of hearing
- a person who is blind or has low vision
- a person with intellectual disability
- a person pushing a stroller or pram
- an older person

- a person with sensory sensitivities or who is neurodivergent
- a person who has a non-visible disability
- a person with chronic illness
- a person who is a wheelchair user

Some event participants might be born with a disability or they may acquire a disability, temporarily or permanently, at some point in their life. As we all age, accessibility needs might increase. Universal access means creating inclusive services, products and spaces to cater to everyone's abilities.

ℹ NSW GOVERNMENT TOOLKIT

The Toolkit aims to assist organisers in creating an event that is accessible to all members of the community with considerations about:

- ☐ BUDGET
- ☐ TICKETS & REGISTRATION
- ☐ SOUND
- ☐ LIGHTING
- ☐ SIGNAGE
- ☐ TRANSPORT
- ☐ VENUE
- ☐ STAFF
- ☐ CATERING
- ☐ CONTENT & INFORMATION
- ☐ MARKETING & COMMUNICATIONS
- ☐ INFRASTRUCTURE & SEATING
- ☐ OUTDOOR EVENTS
- ☐ ASSISTANCE ANIMALS

ℹ *For more information visit bit.ly/inclusiveguideccb*

City of Canada Bay

Plug & Play Canada Bay

Communication

Communicating accessibility features of an event makes it inclusive for everyone.

Some design elements to consider:

Imagery	Colour Contrast	Font Size
Use of Logos	Alternative Formats	Captioning

Accessible Design Resources

MANUAL
The Australian Governments Style Manual

GUIDE
Web Content Accessibility Guidelines

Colour Accessibility

Universal accessibility symbols

Promotes event accessibility when used in all signage, including maps, marketing materials, websites and programs

Easy for those with accessibility requirements to identify facilities that accommodate their requirements

WHEELCHAIR ACCESSIBLE

Large Print
ACCESSIBLE PRINT

ACCESS FOR BLIND/LOW VISION

ASSISTIVE LISTENING SYSTEMS

?
INFORMATION

CC
CLOSED CAPTION

OC
OPEN CAPTION
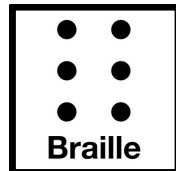
Braille
BRAILLE

AD
AUDIO DESCRIPTION

SIGN LANGUAGE

Download the complete list of symbols

MORE RESOURCES

Toolkit Accessibility Plan Checklist
Refer to pages 4-6

Accessible Arts

Digital NSW

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