

ONE & ALL

Inclusive Events Program



One & All Inclusive Event Checklist

The most effective way of gaining One & All endorsement is to think about access at the very earliest planning stages of your event. The following checklist lists the steps recommended in planning, promoting, implementing and evaluating your event. Please contact your Rural Access Officer for further information.

Step 1 – Gaining commitment

Have you gained commitment from all your stakeholders (committee, performers, stallholders, contractors etc) to achieving a One & All Inclusive Event?

Step 2 – Planning your event

YES NO

Have you involved people with a disability in planning your event?		
Have you talked to your local Rural Access Officer about your event?		
Is public transport available to your event?		
Is there accessible parking close to the main entrance? <i>TIP: Temporary bays can be constructed by using portable signs provided by Rural Access.</i>		
Is there a firm and level path of travel from the parking area to the entrance?		
Is the main entrance free of steps? <i>TIP: When choosing a venue for your event, consider venues that allow people to enter, exit and move around with ease.</i>		
Is the main entrance at least 800mm wide?		
Is the front door easy to open?		
Does your event provide at least one low height service counter at the main customer service/payment area?		
Are staff/volunteers aware of access/communication needs of people with a range of abilities?		
Is there a site map for your event which highlights the location of accessible facilities/services?		
Is there a clearly marked information desk/area where participants can ask questions about the event?		
If your event charges an attendance fee, does it accept and promote free entry for Companion Card holders?		
Have you considered accepting other concession cards?		
Is there an accessible toilet available? <i>TIP: Rural Access may be able to assist by providing a portable accessible toilet.</i>		

Is there an accessible pathway to all public facilities?		
Is there clear signage to amenities? <i>TIP: Rural Access may be able to assist by providing portable signage.</i>		
Is a hearing loop/other assistive communication technology provided and promoted? <i>TIP: Rural Access may be able to assist by providing assistive hearing equipment.</i>		
Have you considered captioning/Auslan?		
Is there adequate lighting throughout the venue?		
Is adequate seating provided at appropriate points throughout the venue?		
Are emergency/evacuation and information about evacuation procedures areas accessible for everyone?		

Step 3 – Promoting your event

Have you promoted your event as a One & All Inclusive Event?		
Have you included the One & All Inclusive Event logo on promotion and publicity materials?		
Have you promoted the availability of services such as a hearing loop, the acceptance of the Companion Card etc?		
Have you included a mobility map in promotional materials indicating the location of accessible parking, entrances and toilets?		
Have you promoted your event as widely as possible, including to local disability organisations? <i>TIP: Rural Access may be able to assist with the provision of mailing lists and sponsored local radio advertising.</i>		
Are written promotional materials provided in accessible formats?		

Step 4 – Evaluating your event

Did you receive feedback from participants, either verbally or by using customer survey?		
Did you conduct a post-event debriefing with your event steering committee and various stakeholders?		
Was there an increase in participation by people with a disability?		
Are you able to identify strategies that worked well and areas for improvement?		
Your Rural Access Officer would welcome the opportunity to discuss the successes and limitations of your event with you.		

