

Basic accessible meetings checklist

1) Have you asked people attending the event or meeting:

“If you have any access requirements to attend our meeting/consultation event or require information in an alternative format please contact XXXXX” (alter as applicable)

- i) Included into invite letter?
- ii) Included into poster?
- iii) Included on webpage?
- iv) Included public transport links if applicable

2) Accessible parking bays for disabled visitors?

3) Level access into the venue?

4) Accessible toilets? (not just for disabled people but also for mothers with young children, people with shopping or those that need the room)

5) Accommodated wheelchair users within the meeting venue (integrated seating amongst non disabled people)?

6) Is the induction loop for hearing aid users working and tested?

7) Has anyone requested an alternative format (such as large print?)

8) Has anyone deaf or hard of hearing requested communication support?

9) Catering facilities (it is accessible for disabled people)

10) Accessible evacuation plans for all people (including deaf, blind and wheelchair users)