DIDA Accessible Events Checklist for Clubs

Before the event, in the planning stages:

Note down the answers to the following venue questions

☐ Wheelchair access -
Where is the nearest lift access? How do you get to the location from the Hub on North Terrace? Is there space in the room for a wheelchair to move around?

☐ Bathroom access -
Is there a bathroom nearby? Is it an accessible bathroom? Is it gender neutral?

☐ Exits -
Where are the nearest exits? How would an attendee get outside for a break?

☐ Noise -
Can the doors be shut or opened as needed to control noise?

☐ Light -
Can blinds or curtains be closed to allow screen visibility?

☐ Seating-
Are there chairs in the venue? Where will you source adequate seating?

Consider running your event hybrid style

☐ Ask yourselves, can you stream what is happening live?

☐ Can you make a recording that can be circulated and viewed later?

☐ Is there an online version of your event that could run concurrently?

When promoting your event

☐ Use Alt Text on Facebook, Instagram, Twitter

☐ Provide accessibility information on event descriptions, including:

☐ How can students with wheelchairs get to the venue? Where is the nearest lift? Can you provide a map?

☐ Is there food provided, if so will you have ingredients labelled for allergies?

☐ Where are the nearest toilets?

☐ Provide a contact number or email for questions about access

During an event

☐ Assign someone to be the 'host' of online events running concurrently with in-person events

☐ Be on the lookout for signs attendees need help. Offer to accompany people to exits for a quiet break if needed.

After an event

☐ If the event was recorded, apply captions to the video. This can be done by uploading to YouTube or other social media with an SRT closed captions file (e.g. by using Otter).

☐ If the event was recorded, provide a transcript.

☐ Take feedback: circulate a survey asking attendees how you can improve your events.

Resources:

For concurrent in-person and online events like movie nights -
The Chrome extension Teleparty lets users with Netflix accounts join a group watch party and includes a live chat function. Discord also has streaming functions.

Captions -
When hosting a virtual meeting, turn on live auto generated captions for Zoom, Teams or Google Meet.

Generate an SRT closed caption file with Otter - https://otter.ai/blog/video-captions

How to Write Alt Text-
https://www.perkinselearning.org/technology/blog/how-write-alt-text-and-image-descriptions-visually-impaired

Alt Text on social media -
Facebook https://www.facebook.com/help/android-app/214124458607871
Instagram https://help.instagram.com/503708446705527
Twitter https://help.twitter.com/en/using-twitter/picture-descriptions
Please also use CamelCase in hashtags, which capitalises the start of each new word #LikeThis. It makes the hashtags accessible for screen readers.

ADCET Creating Accessible Documents video :

https://www.adcet.edu.au/disability-practitioner/accessible-documents

Contrast guidelines:

https://www.w3.org/TR/WCAG21/#contrast-minimum