

# Checklist: Access Management Plan

Use this helpful checklist when developing your event management plan. Not all elements will be applicable to all events. Please direct any queries regarding this form to the City of Fremantle's Access & Inclusion Officer on 08 9432 9999.

Alternatively, resources can be found [here](#)

<b>✓</b>	<b>Entrance &amp; Pathways</b>
	If there is a step/s at the entrance of the doorway: is there an alternative route with ramp provided?
	Is the entrance door easy to open?
	Is the entrance 850 mm wide?
	Is the inquiry or reception counter low enough for a wheelchair user?
	Does the venue have an accessible flat path (850mm wide) of travel from the front entrance to all areas guests will use?
<b>✓</b>	<b>Toilet</b>
	Does the venue have a universal accessible toilet (UAT)?
	Is the UAT toilet situated on the same floor as the event? (Or be accessed by lift or ramp?)
	Does the event have clear, directional signage?
<b>✓</b>	<b>Communications</b>
	Will the event feature an AUSLAN interpreter?
	Does the event have audio loop installed?
<b>✓</b>	<b>Event Advertisement – Please select all accessible formats which were/will be used.</b>
	Was the event advertised (or will be) through accessible formats? Please select all that techniques that will be/were used.
	Text size is minimum of 12
	Important information presented on contrasting colours.
	Important information not presented on images or patterned background.
	Your invitation or promotional material states whether the venue is accessible to people who use wheelchairs
	Your invitation includes information about the accessible facilities - (AUSLAN/Audio loop/transcribed/tactile opportunities)
	Option to phone to have the information presented in a different format, i.e. read out.