

This toolkit is a checklist that BoP use as a reference when planning events. It has been informed by past events and experience and we update it as any new learning occurs - it is a live document. We are very happy for other people to use it and we encourage further input and suggestions. These can be emailed to info@birdsofparadisetheatre.co.uk

Planning

- Find an accessible space - on a very basic level this means level access but see **the space** section below for other considerations
- Create marketing plan - allow plenty of time
- Work out what your approach is around access providers - will you provide or are you seeking demand. What is the impact of either approach? If you can afford it, book and promote as best practice
- Book service providers in plenty of time - BSL, Electronic Notetaker (ENT)
- Plan accessible booking and registration methods - how will you ask about and track access and dietary requirements?

Promoting the event

- Accessible marketing
 - Print - min 14 point text, avoid overprinting of text and image, use access symbols to alert to provision
 - Email and eflyer - ensure alt text, avoid jpeg or image files without any text in alt tag or available in main body email. If you only use a jpeg image and if this contains text those using screen readers will not be able to read the information.
 - Video - can captioning be added? If you will have BSL at event is it beneficial to have in promo material to make accessible and alert to that audience?
 - Audio version - can be covered by video, plain text docs through screen readers? Is Braille useful?
 - **For all of the above** - who are you trying to target? What is the best method? Are there ways of including as many people as possible through one method is budgets are lacking?

- Be clear about steps you have taken and why to make accessible - **being transparent about what you can and can't provide** will help expectations, planning and the event itself
- Info / map of event space
 - Transport links
 - W/C parking
 - Level access entrance (if different from main entrance)

Bookings and registration

- Give plenty of time for people to respond
- Offer multiple options
 - Make it easy for people to get in touch with questions - phone / email / other?
 - Online form - option for people to call you and talk through their answers to the form
 - Open form for access requirements (not multiple choice) so they can give details

The space

- Lighting - is it bright enough for people with poor sight? Is it too harsh for others? What ways are there to address individual needs.
- Is there a Loop? If not, can you access / provide a portable Loop?
- Seating - mixed moveable seating, with arms
- Level access but not via the goods lift etc! Do not find accessible spaces that are 'good enough' - seek equality of access to space
- Near good transport links
- Quiet or break out spaces
- Not too cold / hot - can be adjusted
- Is there a waiting area for support workers?

The event

- Presentations
 - Check any presentations for size of text, colour contrast, light levels
 - Text handouts of presentation
- Offer and/or provide BSL interpretation and text support

Accessible Events Toolkit

- If using images people, try and source a diverse range of people to show
- Packs and information
 - Large Print
- Live feed of event for people who can't attend in person
 - Ensure quality good
 - Ensure access provision such as BSL visible

Feedback and Evaluation

- Accessible methods - reflect on what worked at registration stage
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Impairment specific barrier toolkit - what are the potential barriers in each area for your event? How will you address these?

Barrier / Impairment	Access to info	Travel	The Space	The Event
Deaf / BSL user				
Hearing				
Blind				
Visual				
Mobility				
Learning / cognitive				

Top Tips

- Cliche but do not assume - you cannot ask enough.

Accessible Events Toolkit

- Do not assume that if you have asked everyone has told you
- It is impossible to be accessible to everyone - what makes something accessible for one person may create a barrier for another
- Build in options and flexibility
- Repeat questions on the day - assume some people cannot see or hear properly at the event and offer options
- Do your best and do not stress!