

Small Scale Events Checklist

Inclusive / Disability Event Plan Template

Name of event:

Contact details:

Knowing it's on /Communication Plan

Web/ Marketing Disability Programme/ Alternative Formats	
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Getting there

Date, time, scheduling/ car parking/ transport/ venue/access audit/ drop off point	
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Getting about /Access at the event

Facilities/ Moving about and getting out/ Toilets. Quiet rooms/ Assistance dogs/ Personal assistants or enablers/ Personal assistants or enablers/ Orientation maps, signs and guides	
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Taking part

Date, time, scheduling/ support/ information/loop system/ communication/ accessible set up	
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Social/ Safe

Planning for emergencies/ staff training/ catering	
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