

# Accessible Events Checklist

This document aims to support staff involved in the planning, organising, publicising and running of events which are open to the public or have external guests attending.





It should be used in conjunction with the [Accessible Events Policy](#) and the Non-teaching Room Bookings: [Policy, Roles and Responsibilities, and Procedures](#).

Whether using a SM&T controlled room or not, event organisers **MUST** review this checklist **before** making any room booking or requesting a venue via SM&T to ensure full consideration of the possible needs of intended audience, delegates & speakers.



<b>Event Name</b>	
<b>Date</b>	
<b>Time</b>	
<b>Approx No. attendees</b>	
<b>AV Facilities required?</b>	
<b>Catering required?</b>	









## 1. Event Venue

### ALL Public events or those which have external attendees

	<p>SM&amp;T will automatically look for an accessible venue <u>as long as they are told the event is open to the public or has external guests attending</u>.</p> <p>*Ensure you answer the questions about this correctly when requesting a venue via their <a href="#">online form</a>. Remember to book additional set-up/take down time.</p>
	<p>Once you have a proposed venue, please bear the following in mind and check with SM&amp;T/AV-IT if you need assistance:</p> <ul style="list-style-type: none"> <li> If there are any stairs to venue, there must also be a ramp or lift which wheelchair users should be able to use independently. Find out where these are and ensure an accessible route is signposted on the day.</li> <li> Find out where the nearest accessible toilet facilities are and ensure the route to them is accessible and this is clearly signed on the day.</li> <li> Is a public address system of some sort is available or can be provided? BSL interpreters – these need to be booked well in advanced.</li> <li> Is a Hearing Assistance system available or can be installed? <i>A list of rooms where these are already installed can be obtained from AVS or the Equality and Diversity Unit. Portable Loop systems may be available from AVS.</i></li> </ul>

### Event specific

	<p>Event to be held on different floors within building?</p> <p> If so, can a wheelchair user or those with mobility impairments access all floors?</p>
	<p>Refreshment areas/break out rooms nearby and fully accessible?</p> <p> Wheelchair users should be able get to them without assistance.</p>
	<p>Delegate's overnight accommodation required? Are accessible bedrooms available and near event site?</p>
	<p>All event staff (such as those who will show delegates to seating area) trained in disability and accessibility awareness.</p>

	Will there be a delegated member of staff available to help attendees with any access issues on the day?
<b>2. Parking</b>	
<b>ALL Public events or those which have external attendees</b>	
	Accessible car parking available nearby? (ideally within 50m).
	Is the route from parking accessible without major obstructions?  Any construction in progress/planned for date of event? Are there dropped curbs? Is it a gravel path which would make access difficult for a wheelchair user?
<b>3. Emergency Procedures</b>	
<b>ALL Public events or those which have external attendees</b>	
	Ensure you and staff assisting at the event review the University's <a href="#">'Arrangements for assisting disabled people with evacuation from University buildings'</a> .
	First aid provision – ensure you have the University Gatehouse contact details available. <b>Emergency Number: 0141 330 4444</b>
<b>4. Pre-event planning and administration</b>	
<b>ALL Public events or those which have external attendees</b>	
	Is budget contingency available for possible additional support arrangements.  Such as costs for sign language interpreter, large print or Braille transcription, specialist headphones for audio description on videos. Interpreters need to be booked well in advanced – contact Disability Service for contacts.  Free place or reduced pricing, where there is a fee for the event, should be available for personal support workers.
	Is programme timetabled to ensure a degree of flexibility to take into account any alterations which may be required?  People with mobility impairments may need added time to move between rooms/sessions. Support workers, such as sign language interpreters, may require regular breaks and delegates with chronic medical conditions (e.g. diabetes) may require regular refreshment breaks.
	Check requirements of speakers and facilitators.  They themselves may need additional requirements/adjustments eg. Chair/ramped access/BSL interpreter/hearing loop
	Speakers, facilitators (and exhibitors) given deadlines for submissions etc prior to the event.  Ask for speakers/notes/slides in accessible and electronic formats. Ensure submission deadlines allow for provision of information in alternative formats (eg Braille/large print), should these be requested.
	Audio Visual equipment required  Speakers <b>must</b> use public address system/microphone – book with <a href="#">AV-IT</a> If a speaker/delegate requires use of the infrared hearing assistance system do they need a headset to be provided? Contact the Disability Service for these.
	Technical Support and Event Stewards arranged.  Use of 'roving' microphones if audience participation is required during any sessions - allows the whole audience as well as any sign language interpreters to hear questions/comments – book with <a href="#">AV-IT</a> .

## 5. Pre-event publicity / registration information

### ALL Public events or those which have external attendees

#### A. Publicity

Ensure an equality/accessibility statement is included in the event information.

Suggested equality/accessibility statement wording which should be on both the registration form and any programme announcements:

“We aim to ensure that people have equal access to public events. If you need alternative formats or other reasonable adjustments, please contact (name of person) on (telephone number) or via email: (email address here) with your request by close of business on (deadline) so that arrangements, where possible, can be made. Due to our hilltop campus, limitations may be encountered.”



If your event is being held in a venue shown in the [University's AccessAble guides](#), include a link to the particular guide in your event information.

Event publicised in variety of formats/media.



Print, web, email forums, posters.

#### B. Registration arrangements

Ensure registration form has questions about additional adjustments requirements and space provided to note specific individual requirements.



Alternative formats, personal support, access or dietary requirements.

Alternative registration options made available.



Online, telephone, text phone or email.

Requested adjustments clarified with delegate(s).

Any issues with requested adjustments?



Refer to Disability Service/Timetabling for further assistance or advice.

#### C. Venue

Do any requested adjustments make the venue unsuitable?



Refer to Disability Service/SM&T for further assistance or advice.

Reservations must be made for any disabled parking space requests?




Parking Permits booked via [Business Systems Portal](#)

Notify the Bedellus Office of any room layout requirements resulting from requested adjustments. Email [bedellus@glasgow.ac.uk](mailto:bedellus@glasgow.ac.uk)

**D. Booking Confirmations** - Confirming booking provides you with another opportunity to request additional adjustments with deadline for receipt. Word confirmation accordingly.

Provide confirmation in appropriate format as requested by the delegate/attendee (mail/email/telephone).


Confirm any additional adjustments/support agreed.

	<p>Provide venue information such as maps, directions, accessible entrance and access routes, assistance dog toileting arrangements etc.</p> <p>Find directions/maps for University locations at <a href="https://www.gla.ac.uk/locations">https://www.gla.ac.uk/locations</a></p> <p> If your event is being held in a venue shown in the University's <a href="#">AccessAble guides</a>, include a link to the specific guide in your event information.</p>
--	---

## 6. On the day

### ALL Public events or those which have external attendees

#### A. Signage




	<p>Clearly printed in appropriate size, font and colour.</p> <p> Not displayed too high/out of sight for wheelchair users.</p>
	<p>If secondary 'accessible' entrance route also being used, ensure signage and directions in place there too.</p>
	<p>Ensure signage for route from venue to accessible toilet facilities is in place.</p>


#### B. Emergency procedures

	<p>Is a fire drill due while event is in progress?</p>
	<p>Check with janitorial staff at venue / Bedellus Office where assembly point is.</p>
	<p>Ensure emergency evacuation procedures are communicated to those who may require assistance during an emergency, including any support workers, as part of the 'housekeeping' information provided at the start of the event.</p>

### Event specific (and will depend on adjustments requested)

#### C. Main Room Set Up

	<p>Audio Visual equipment and Technical Support in place.</p> <p> Mandated use of microphones for speaker(s) and for audience participation sessions.</p> <p>Hearing assistance system equipment.</p>
	<p>Aisles 38"/95cm or wider to facilitate wheelchair access.</p>
	<p>Allocate specific seating point for each wheelchair user that allows a clear view.</p> <p> Try not to create a 'disabled' area – treat everyone as individuals.</p>
	<p>Speaking area/podium accessible?</p> <p>Speakers/presenters may have mobility impairment.</p>
	<p>Space left at front of room, near the podium or primary speaking area, for sign language interpreters.</p>
	<p>Seating reserved near the interpreters for delegates/attendees who are deaf or hearing impaired.</p>
	<p><b>Any tables at appropriate height for wheelchair users.</b></p>
	<p>Provide seating for exhibitors</p>
	<p>Provide specific area for assistance dogs</p> <p> This should be a separate area from the wheelchair users.</p>

<b>D. Registration / Stewarding</b>	
	Are staff aware of disability equality issues and briefed about their duties in relation to disabled delegates?
	System in place for handing out pre-arranged alternative format delegate packs?
	Spare alternative format delegate packs available?
<b>E. Refreshment Areas – if catering at event</b>	
	Serving points accessible for wheelchair users.
	Furniture moveable to allow wheelchair users access to group seating areas.
	Some seating and tables provided if buffet style refreshments.
	Menu information accessible or assistance available to outline options.
<b>F. Food and Drink – if catering at event</b>	
	Dietary requirements requested by delegates provided and are on clearly labeled separate platters.
	Variety of cup types available, as well as straws.
	Personal assistance available for those who require it.  Particularly important for buffet and self-service catered refreshments.

<b>NOTES</b>
--------------

**AccessAble**

Online description of the physical access features of over 90 university services and buildings

[www.accessable.co.uk/organisations/university-of-glasgow](http://www.accessable.co.uk/organisations/university-of-glasgow)

## Useful University Contacts

**Space Management and Timetabling (SM&T)** - venue requests and Non-teaching Room Bookings: Policy, Roles and Responsibilities, and Procedures

Email: [Timetabling@glasgow.ac.uk](mailto:Timetabling@glasgow.ac.uk)

Tel: 0141 330 4201

<https://www.gla.ac.uk/myglasgow/estatesandcommercialservices/timetabling/>

**Disability Service** - advice, assistance and support relating to additional support arrangements

Email: [disability@glasgow.ac.uk](mailto:disability@glasgow.ac.uk)

Tel: 0141 330 5497

<https://www.gla.ac.uk/myglasgow/disability/>

**Equality and Diversity Unit** - advice and guidance on the Accessible Events Policy

Email: [equality@glasgow.ac.uk](mailto:equality@glasgow.ac.uk)

Tel: 0141 330 1887

<https://www.gla.ac.uk/myglasgow/humanresources/equalitydiversity/>

**Hospitality Services** - catering and special dietary requests

E-mail: [hospitality@glasgow.ac.uk](mailto:hospitality@glasgow.ac.uk)

Tel: 0141 330 6177

<https://www.gla.ac.uk/myglasgow/hospitality/>

### Conference and Events

Email: [conferences@glasgow.ac.uk](mailto:conferences@glasgow.ac.uk)

Tel: 0141 330 3123/5112

<https://www.gla.ac.uk/events/conferencesandevents/>

### Central Services

#### Janitorial Services

Email: [bedellus@glasgow.ac.uk](mailto:bedellus@glasgow.ac.uk)

Tel: 0141 330 3107/6015

#### Traffic and Security

Tel: 0141 330 4282

#### Emergency (Police, Fire, Ambulance)

Tel: 0141 330 4444

### Parking requests

Book via [Business Systems Portal](#)

**Chaplaincy** - information on religious considerations

Email: [chaplaincy@glasgow.ac.uk](mailto:chaplaincy@glasgow.ac.uk)

Tel: 0141 330 5419

<https://www.gla.ac.uk/myglasgow/chaplaincy/>

### Audio Visual–IT Services

Email: [avbook@glasgow.ac.uk](mailto:avbook@glasgow.ac.uk)

Tel: 0141 330 5678

<https://www.gla.ac.uk/myglasgow/avit/>

