

Community & Event Inclusion Checklist

A rapid accessibility check for public events, venues and community activities.

Tool type

Checklist

Primary users

Event organizers, municipalities, cultural venues, sports and community organizations

Use note: This is a practical institutional resource. It is not a diagnostic instrument, clinical assessment, or legally sufficient consent/approval document. Adapt to local law, policy, ethics requirements and individual needs.

Quick Checklist

Tick each item that is currently in place. Use the final column to record a specific action, owner or date where improvement is needed.

Check	Item	Notes / action
☐	Pre-event information explains location, schedule, access, noise, crowds and what to expect.	
☐	Registration allows participants to request adjustments.	
☐	A quiet or lower-stimulation area is available where feasible.	
☐	Queueing and entry alternatives are considered.	
☐	Signage and wayfinding are clear and consistent.	
☐	Staff/volunteers receive a short autism inclusion briefing.	
☐	People may leave and re-enter when operationally possible.	
☐	Communication is available in more than one format.	
☐	Lighting, sound, announcements and special effects are described in advance.	
☐	Accessible toilets, seating and transport information are provided.	

Check	Item	Notes / action
☐	There is a clear contact point for assistance or concerns.	
☐	Post-event feedback asks about accessibility barriers and improvements.	

Priority actions

1. Highest-priority change:

2. Responsible person / team:

3. Target date:
