

EventSuite — Accessibility Communications Checklist

Pre-publication and event-day check for accurate, respectful and usable information.

Information published

- Accessible travel, parking and drop-off
- Step-free routes and entrances
- Accessible toilets, seating and viewing areas
- Quiet / rest space where available
- Captioning, interpretation and hearing support
- How to request adjustments
- Event-day accessibility contact
- Assisted emergency arrangements

Content quality

- Plain language and clear headings
- Descriptive links and useful alt text
- Captions / transcripts for media
- No critical meaning conveyed by colour alone
- Accessible HTML or document alternative
- Human-reviewed translations

Change control

- Temporary facility changes have an approved message
- Alternative arrangement is stated
- Website, email, SMS and staff briefing are aligned
- Attendee requests are handled privately