

Inclusive Events Checklist

This template is designed to assist venues in planning and organising autism-friendly events. Creating an accessible and inclusive event can greatly enhance the experience of autistic individuals and their families. By following these guidelines, venues can ensure that their events are inclusive and welcoming to all attendees.

Event Overview

Describe the purpose and goals of the event. _____

Specify the target audience, including autistic individuals and their families.

Communication

Have a method that people can contact the venue without having to ring e.g. text, email.

Yes No N/A Notes: _____

Enhancing Accessibility and Inclusion Guide for Venues

Use very clear and precise language in your communications and include photos and visuals where relevant.

Yes No N/A Notes: _____

Provide adequate signage in the venue.

Yes No N/A Notes: _____

Communicate any last-minute changes clearly to participants, if they can't be avoided.

Yes No N/A Notes: _____

Sensory Considerations

Provide a breakout space where people can go to re-regulate, ensuring this is clearly sign posted and suitable for the target audience.

Yes No N/A Notes: _____

Enhancing Accessibility and Inclusion Guide for Venues

Provide detailed information such as an Access Guide about what to expect at the event (e.g., lighting, noise, food, temperature inside).

Yes No N/A Notes: _____

Implement strategies to reduce sensory stimuli, such as dimming lights and minimising noise.

Yes No N/A Notes: _____

Provide sensory-friendly activities.

Yes No N/A Notes: _____

Have at least two, ideally three, different seating options available.

Yes No N/A Notes: _____

Enhancing Accessibility and Inclusion Guide for Venues

Ensure a sensory considered menu is used, or that food is clearly labelled, including with allergens, if there is shared food such as canapes.

Yes No N/A Notes: _____

Event Execution

Have an agenda for the event and ensure it is followed, including staying to start and finish times.

Yes No N/A Notes: _____

Accept companion cards for support people.

Yes No N/A Notes: _____

Provide a queue-jump option or alternative waiting area for people that are anxious about accidental touch.

Yes No N/A Notes: _____

Post-Event Evaluation

Solicit feedback from attendees to identify areas for improvement.

Yes No N/A Notes: _____

Use feedback to adjust for future events.

Yes No N/A Notes: _____

Keep records of event details, feedback, and any changes made for future reference.

Yes No N/A Notes: _____

This checklist can help venues ensure they are providing a welcoming and inclusive environment for autistic individuals and their families during events.