

# Neurodivergence Access and Inclusion Audit Form Template

## Venue Information

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Venue Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Auditor(s) Name: \_\_\_\_\_

## Sensory Adjustments

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### 1. Environmental Controls

- Are there quiet zones or sensory-friendly areas available?
- Are strong smells limited to certain areas (e.g., kitchens, bathrooms)?
- Are spaces carpeted or chairs padded to prevent scraping noises?
- Are no or low levels of background music used?
- Are televisions isolated to certain areas only?
- Are loud, unexpected noise mitigation strategies in place (e.g., door stoppers, stacking of plates in closed kitchens)?

## 2. Lighting

- Is natural light utilised where possible?
- Are lamps and low levels of lighting available in the venue?
- Are lighting levels adjustable (dimmers) to reduce sensory overload?

## 3. Social Considerations

- Are there designated areas for loud social interaction (gaming rooms, live gigs) that are separate from quiet areas?
- Are there activities, events or programs specifically designed to enhance the enjoyment for neurodivergent patrons e.g. Quiet dinners, low-sensory quiz events?

## 4. Menus

- Is there a sensory considered menu?
- Can patrons order adult size kids meals?
- Can foods be served so that they don't touch (e.g. divided plates)?

## Physical Adjustments

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## 5. Entrance

- Is the entrance easily identifiable?

## 6. Interior Navigation

- Are hallways and pathways clear of obstacles?
- Are directional signs clear and easy to understand?
- Are there tactile ground surface indicators?

## 7. Restrooms

- Are paper towels available as an alternative option to hand dryers?
- Are there gender-neutral restrooms available?

## 8. Seating Options

- Is there a range of seating options (e.g., stools, chairs, booths)?
- Is there reserved seating for patrons with disabilities?

## 9. Parking and Transportation

- Is there a map on how to get to the venue, and parking/public transport information on the venue's website?
- Are there designated accessible parking spaces?
- Are accessible parking spaces close to the entrance?
- Is information on 'how to get there by public transportation' shared?
- Are drop-off points accessible for taxis and rideshare services?

## 10. Furniture Spacing

- Is there adequate spacing between furniture to allow patrons to move through spaces without being bumped?

## Communication Adjustments

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### 11. Clear Communications

- Are event schedules and venue maps available in easy-to-read formats?
- Are staff trained in communicating with autistic individuals?
- Are there visual supports available (e.g. picture schedules, social narratives)?
- Is literal and easy read language used throughout the venue and in the venue communication material?

### 12. Hearing Accommodations

- Are there hearing loops or assistive listening devices available?
- Are sign language interpreters available for events?
- Are captions provided for videos and presentations?

## Information Adjustments

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### 13. Access Guides

- Does the venue include an Access Guide on its website – a guide in simple language with pictures to explain the environment and to expect?

## 14. Visual Supports

- Is information available in large print and accessible digital formats?
- Is there clear signage stating that guide and assistance dogs and service animals are allowed?

## Policy and Procedural Adjustments

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## 15. Inclusivity Policies

- Does the venue have a clear inclusivity policy?
- Is there a process for patrons to provide feedback in various ways (written, in person, text, over the phone, online) on inclusivity and accessibility to the venue?

## 16. Staff Training

- Have staff received autism awareness training?
- Are staff trained to assist patrons with various disabilities?

## Recommendations and Actions

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Immediate Actions:

1. \_\_\_\_\_
2. \_\_\_\_\_

# Enhancing Accessibility and Inclusion Guide for Venues

Short-term Goals (within 6 months):

1. \_\_\_\_\_

2. \_\_\_\_\_

Long-term Goals (within 1 year):

1. \_\_\_\_\_

2. \_\_\_\_\_

Notes: \_\_\_\_\_

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## Sign-off

Auditor(s) Signature: \_\_\_\_\_

Date: \_\_\_\_\_