**Accessibility Communications: Text, Video and Images**

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| **Question** | **Yes/No** |
| Are you using a sans serif font? |  |
| Do you use the same font consistently? |  |
| Is text writing cast? |  |
| Do you use bold for emphasis? |  |
| Do you avoid using underlining, captalisation for emphasis? |  |
| Are you using a minimum of 14pt? |  |
| Does the colour contrast well? |  |
| Is the text aligned (not justified or centred)? |  |
| Do you make paragraphs clearer, by using headers and subheaders? |  |
| Are you using clear and concise language? |  |
| Do you avoid images that rely on colour for meaning? |  |
| Do you explain the content of images in text for user who cannot see them? |  |
| Do you avoid using images as a background for text? |  |
| If you are using video, are these captioned? |  |
| If you are using audio, do you offer a transcript? |  |
| Do you offer alternative formats? |  |
| Do you offer different ways for people to get in touch with you |  |

**Accessibility Communications: Face to Face events planning checklist**

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| **Question** | **Comments** |
| Check the date against major religious festivals and holidays |  |
| Check that the timing is likely to be suitable for most stakeholders |  |
| Provide the contact details and deadline date for requesting reasonable adjustments |  |
| Provide the contact details and deadline date for dietary needs |  |
| Agree the briefing with anyone presenting or chairing |  |
| Agree the deadline dates for materials with presenters |  |
| Make sure that programme timing allows for support needs |  |
| Provisionally book communication support |  |
| Accessible Location |  |
| Easy to reach by public transport |  |
| Accessible parking |  |
| Vehicle drop-off available close to the building |  |
| Step-free access and egress (level, ramped or lift access) |  |
| Enough space available inside the meeting area |  |
| Lift access, if required |  |
| Accessible toilets are suitable |  |
| Suitable refreshments available |  |
| Staff fully trained |  |
| Accessible tech e.g. powerpoint |  |
| Sufficient light levels |  |
| Hearing enhancement systems available and working |  |
| A roving microphone for questions |  |
| Robust and safe fire evacuation for everyone |  |
| Printed materials – leaflets and posters following accessibility principles |  |
| Maps and directions provided |  |
| Electronic mailshots by email |  |
| Accessible information on a website |  |
| Direct invitations sent to mailing list |  |
| Contact number and email for enquiries provided |  |
| Social media used for wider reach – for example, Twitter, LinkedIn and Facebook |  |
| Have materials ready to make temporary instructions and signs |  |
| Take a magnifier |  |
| Take a task light |  |
| If name badges are to be worn, have different options for display |  |
| immediately on arrival, check that any essential lifts are working |  |
| Can additional parking be provided if needed? |  |
| A reminder sheet for presenters to describe images and repeat questions using the microphone |  |
| People to help facilitate the event |  |
| Provide alternative formats for handouts |  |
| Ensure displays and drawings are suitable for all |  |
| Portable hearing enhancement system |  |
| Telephone numbers for taxis and public transport information for getting home |  |
| Arrive in good time |  |
| Furniture layout allows suitable circulation for everyone |  |
| Ensure the tables and desks are suitable for everyone |  |
| Ensure there is a mix of seating styles |  |
| Communication support positions |  |
| Seats reserved for people using communication support and their providers |  |
| Ensure any seat reservations include carers/assistants where applicable |  |
| Do we need an interpreter? |  |

**Accessibility Communications: Online events planning checklist**

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| **Question** | **Comments** |
| Does the speaker have accessibility requirements? |  |
| Provide telephone-based connection options |  |
| Provide web based connections |  |
| Ensure Q and A is accessibility  |  |
| Ensure closed captions are available  |  |
| Ensure Otter is recording |  |
| Are you able to share speaker slides or reading material in advance so they have context for what is being presented |  |
| Do we need an interpreter? |  |
| Highlight interpreter  |  |
| Rehearse presentation |  |
| Ensure documentation is accessible |  |
| Describe images |  |
| Ensure colour contrast |  |
| Plain and Simple English |  |
| Record event |  |
| Closed Caption Video |  |
| Publish transcript |  |