

Accessibility Communications: Text, Video and Images

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, capitalisation 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

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

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	