**Accessibility and Inclusion Rider TEMPLATE**

*Please note that this template is made to be adapted and used to make it work best for you. Delete, amend or move around any content so that it works best for you. The questions can be adapted to statements and any questions that are unnecessary can be cut. I have included resources sections and example links. This is for your own reference. Please delete these before sending to events organisers.*

**Company Name:**

**Show Name:**

**Contact Details:**

Note: This document contains confidential information, please do not share without our prior consent.

Table of Contents

[Overview 1](#_Toc68628954)

[Audience demographic 2](#_Toc68628955)

[Integrated accessibility 2](#_Toc68628956)

[Access Notes 2](#_Toc68628957)

[Company Access Needs 2](#_Toc68628958)

[Company Inclusion Information: 2](#_Toc68628959)

[Performance Information 3](#_Toc68628960)

[Text 3](#_Toc68628961)

[Visuals 5](#_Toc68628962)

[Working with an Audio Describer 5](#_Toc68628963)

[Content 6](#_Toc68628964)

[Site 7](#_Toc68628965)

[Volunteers 8](#_Toc68628966)

[Marketing 8](#_Toc68628967)

[Alt Text for images: 8](#_Toc68628968)

[Videos 8](#_Toc68628969)

[Pre-show Audience Information: 8](#_Toc68628970)

## Overview

A short description of the show/artwork, particularly considering how audiences engage with it.

### Audience demographic

Who is your target audience? Is there an audience group that you think would be ideal for engagement?

### Integrated accessibility

How is access/ inclusive practice integrated into your work already? EG. site lines

What access experience does your company have? For example, a BSL interpreter, audio description, Touch Tours etc

### Access Notes

Is there any key information that you would like to share here?

Ie: Preferred BSL interpreter,

## Company Access Needs

Do any of your company have any access requirements?

Consult with your team, and it may be that there are individual preferences, or that these would like to be kept private and can be shared as ‘general company’ access requirements.

**Resources:**

* [Musician’s Union Access Rider Template](https://musiciansunion.org.uk/rights-and-legislation/the-equality-act-2010-and-guidance/disabled-musicians-rights/access-riders-for-disabled-musicians)
* [Access Doc for Artists Template](https://www.accessdocsforartists.com/guide-to-making-an-access-doc)

### Company Inclusion Information:

When describing company members, we are looking to offer more space for consent around how inclusivity and diversity is described. This information may also be in your Press Pack.

How would you describe the diversity of your company?

Are you happy for images of your company to be shared on specific international days and if so which are relevant? (ie: International Women’s Day, Black History Month, Trans Visibility Day… etc) [[Awareness Days Website](https://www.awarenessdays.com/awareness-days-calendar/category/uk-awareness-day/)]

Ask each member of your company for their:

Preferred Pronouns, preferred visual descriptions (see Audio Description below)

Example: [Alice Wong Media Kit](https://disabilityvisibilityproject.com/about/alice-wong-media-kit/)

# Performance Information

## Text

|  |  |
| --- | --- |
| Does the piece include text/ speech? | Y / N |
| How much does the piece rely on text?Ie: Does the audience needto hear the text for the piece to make sense? | Not at all / Hardly / Moderately / Completely Y / N |
| If there is speech, can the speech be lip-read?Is any speech over a speaker or pre-recorded? | Y / NY/N |
| What language(s) is/ are the text in? |  |
| If there is text written on stage or as part of the performance (for example on signage, props) is it large and clear enough?  |  |
| How much does the piece rely on sound effects? | Not at all / Hardly / Moderately / Completely |
| Are there any sudden changes in volume, surprising sounds or loud sound effects? | Y / N |
| If so, please provide details here: |  |
| Is there any music? | Y / NRecorded / Live |
| If so, please provide links to music tracks here: |  |
| Is there any text/ poetry/ spoken word built in to the soundtrack?Please provide text below. |  |
| Has a BSL interpreter worked with you in rehearsals that you would recommend for this performance?  |  |
| If requiring a BSL interpreter, where is the best:* Place for Interpreter(s) to stand?
* Position for audience members to sit?
* If moments of silence/no-text, is there space to move off-stage?

Note: please adapt questions to suit your show (ie: if it is processional, if it is online, etc)  |  |

**If there is text in the performance:**

For **captioning services** (ie: [Difference Engine](https://differenceengineaccess.wordpress.com/) or [Stage Text](http://www.stagetext.org/)), provide a copy of the text.

Note: Consider the line breaks, sound descriptions and removing stage directions. For full instructions, download [The Difference Engine’s Operator Instructions](https://differenceengineaccess.wordpress.com/resources/)

For **BSL Interpretation**:

* A synopsis (50-100 words)
* Copy of the script (including stage directions)
* Notes around metaphors/ imagery and relevant context
* Video of performance/ dress rehearsal
* Director’s notes of best placement for interpreter and audience

## Visuals

|  |  |
| --- | --- |
| Does this show have [Audio Description](https://vocaleyes.co.uk/services/performing-arts/)?  | Integrated/ Digital/ Live |
| Do you have a Pre-show Audio Notes/ Trailer?  | Y / N |
| If not, would you be happy to work with an Audio Describer?  | Y/ N |
| How much does the piece rely on visuals? Are the visuals needed to tell the story? Eg: Set, props, costumes, design, movement, installation etc | Not at all / Hardly / Moderately / CompletelyY/NDescribe:  |
| Have you used colour contrasts for costumes and set?([Link to Colour Contrast Website](https://webaim.org/resources/contrastchecker/)) | Y/N  |
| Do you have equipment/ time/ staff for a Touch Tour? | Y/NDescribe: * Model Box
* Materials
* Key props
* Experience in the cast/crew of running a touch tour.
 |

### Working with an Audio Describer

If you would like to work with an Audio Describer, or provide more information for Visually impaired, blind and partially sighted audiences, you may want to consider including:

* Completed [Vocal Eyes Character Questionnaire](https://vocaleyes.co.uk/wp-content/uploads/2020/09/VocalEyes-Character-Questionnaire-for-actors-1.pdf)
* Audio Recordings of your cast member’s voices
* Description of key visuals
* Performance Video
* Script

## Content

|  |  |
| --- | --- |
| Have you got a preferred ‘**Content Warning’**?: Does the show deal with potentially distressing issues or themes? (E.g. violence, death.)  |  |
| *If you have content warnings:* Do you have any information/ resources for audiences to support with these themes? Ie: Help centres, Suicide prevention lines etc  |  |
| Have you got a preferred **Trigger Warning**?: Are there any loud noises, bangs, pyro, fireworks etc?  |  |
|  *If you have relevant Trigger Warnings:*Are you able to do a performance with reduced sound effects or softer noises? Or: is there a recommended space for a ‘quieter/ more relaxed experience’? Or:  |  |
| Is this a ‘relaxed’ performance?  |  |
| Is there a Pre-show introduction or can there be? Ie: Familiarisation, Touch Tour or introduction to the characters/themes of the performance? This could be done on the day or filmed in advance online.  |  |
| Have you created an Easy Read Synopsis, a Visual Story or relaxed pack? Link here in PDF and word: If not, would you be willing to provide this information? |  |
| What is the recommended age for this performance? |  |

Resources:

[What are ‘Relaxed Performances’ – Tourette’s Hero](https://www.touretteshero.com/safe/2016/03/16/relaxed-performances-the-faqs/)

[SOLT’s guide to assisted Performances](https://www.familyarts.co.uk/wp-content/uploads/2014/12/ALT-Guide-to-Putting-on-an-Assisted-Performance-2.pdf)

## Site

|  |  |
| --- | --- |
| Our sites are assistance dogs friendly, are there any warnings needed for people with assistance dogs?  | Y / NDescribe:  |
| *If the piece is processional/ walk-about:* * Will there be an end moment which audiences can wait at?
* Or are there any key moments for audiences to wait at?
* Are there any key information needed for audiences?
* How have you considered site lines, speed, routes etc
* Have you considered a Photo Route?
 |  |
| *If the piece is site-responsive:** have you considered sight lines/access for wheelchair users?
* Is there a best place for access audiences to be placed?
* Is there an audience journey? Has this considered access needs?
 |  |
| *If the piece is static:* * Is there a best position for Access Audiences for sight-lines?
* Have you considered sight lines/access for wheelchair users?
 |  |
| Do you have any access signage needed for this event? Ie:* Use of Captioning
* QR code for pre-recorded Audio Description
* QR code for pre-recorded introduction
 |  |
| Do you have any Access Announcements? Ie:* Pre-recorded Audio Description to ‘play now’
 |  |
| Do you have any additional comments around site accessibility for audiences, artists or production team?  |  |

## Volunteers

Do you have any information about the performance/ briefing for the volunteers?

Are there any specific volunteer roles that would be useful? (Please note that due to the nature of volunteering, volunteers can’t be essential to the running of the show)

# Marketing

## Alt Text for images:

Please provide all Alt Text needed for production images, posters and visual digital content here:

|  |  |
| --- | --- |
| **Image** | **Alt-Text** |
| Put the low-res image here and/or the file name.  |  |

Resources: [What is Alt-Text?](https://www.levelaccess.com/quick-tips-writing-meaningful-alt-text-webinar-qa-resources/)

Note: Ensure you use the correct pronouns and aware of self-identity description

## Videos

Are all of your videos subtitled?

If you have Audio Description as part of your show, do you have an audio described trailer? Or an Audio Trailer?

Resources: [Subtitling Video Content](https://youtu.be/nzcVZtt23_I) and [Writing Accessible (Audio) Introductions](https://youtu.be/PFUrsytGJkU)

## Pre-show Audience Information:

Do you have any information that needs to be sent to Access Audience members before the performance:

* Easy Read
* Audio Introduction
* BSL introduction/ Trailer