

## Site Visit Checklist

### Transport

- What are the public transport routes?
- Is there step-free access at the train station?
- Where are the nearest bus stops?
- What are some useful routes? (I.e: from the nearest large train station)
- If it isn't accessible by public transport, can you provide transport?
- Is blue badge parking available?
- Where are the accessible drop-off points?
- Is Accessible parking on the map?

### Toilets

- What infrastructure is already there?
- Do you have permission to use nearby toilets?
- If using public toilets, will they stay open late enough / will they be regularly cleaned/restocked?
- Is there a '[changing place](#)'? Is there space for a [Mobiloo](#)?
- Do you need a radar key?
- Are the toilets gender neutral/can you amend signage to include gender spectrum?

### Level and physical access

- Are you blocking any drop curbs?
- Where will any cables/distro run and will these impede access?
- Is there any street furniture that might block routes?

### Signage

- Where does it make sense to put the signs?
- Will they be at an accessible height?
- Is the font size large enough?

### Viewing Platforms/ Areas

- What is the best way to provide clear sight lines?
- Are the toilets nearby?

### Respite Areas

- Is there an obvious space for a quiet area? Free from traffic and other sounds?
- Can this be part of/near to your info point?

### Walking Distances

- If the show is processional, what is the distance?
- If the distance is long, are there watching points available?
- If you have multiple shows, what are the distances between the performances?

### Vendors Access

- Are the counters lowered?
- Are the signs/menus large print and accessible?

### Emergency Evacuation Plan

- Check this includes D/deaf and disabled people when scoping out your potential ingress/egress routes

### Marketing checklist:

- Access information on website
- Access information on brochures
- 'What to Expect' guidelines
- Alternative information:
  - Access videos
  - Easy Read
  - Large print
  - Audio brochure
- Travel Information:
  - Photo route
  - Video route
- Include Access/ Disability Events on Social Media
- Social Media 'Access Take Over'
- Outreach and Engagement

### Social checklist:

- Follow local charities and highlight their achievements
- Make a list of Awareness days and use the hashtags to highlight key events. You can find these on [Awareness Days](#). Top days are: Mental Health Awareness Week and Disabled Access Day.
- Feature any disabled artists/ companies you are working with
- Have an 'access takeover week'
- Do 'behind the scenes' of any training or creating provision
- Highlight any access provision
- Use your assets- ask your BSL interpreter to do a short video, audio describe your touch tour, show someone using Easy Read
- Share achievements from other festivals and events.
- Attend and share local activity