



# Running an Inclusive Event

## Our 12 Point Event Inclusion Check List

Created in conjunction with the charity 'Pos'Ability People', who we spent a fantastic morning with. They fully audited our events for inclusion and supported us to create this event inclusion check list. We use this check list all of the time and hope you find it a useful framework for your events too.

### 1. Be Proactive:

At the point of enquiry and booking, ask if any attendees have any extra access or support needs. By having this knowledge before-hand you can discuss individual requirements.

### 2. Resource appropriately:

Be prepared to be able to provide an extra person to support someone if needed. For example a BSL interpreter.

### 3. Consistent Communication:

Be very clear with communication, for example, do not refer to objects by two different names.

### 4. Thorough Communication:

Fully describe the entire process to someone with a visual impairment so that they understand what is happening. Allow time for questions.

### 5. Be familiar with hand guidance protocol:

A blind or visually impaired person may need hand guidance, please always seek permission before guiding hands.

### 6. Hearing loops

Be prepared to provide a hearing loop and ensure that these are clearly signposted and that activities happen within it for people who are deaf / hard of hearing.



## 7. Screen Readers

Provide written instructions on tablets with screen readers for those who need it.

## 8. Spacial Awareness:

Make sure all areas are accessible, you may need to adapt your space and your equipment to make this happen. For example. Ensure that there is enough space to move safely for people with visual impairments or using a wheelchair, and that tables and equipment are at the right height for everyone.

## 9. Accessibility:

Use a venue that has accessible access and facilities, including an accessible toilet.

## 10. Allow Time:

Allow for extra time to explain methods, if needed. Perhaps for people using a BSL interpreter.

## 11. Tell People:

Let potential customers know in advance promotional material or on the website that you can provide extra access support, how your activities are accessible and that you can provide extra time for those that may need it.

## 12. Training:

Ensure Staff are aware of this check list and guidelines.

Read our Full Blog Post on Inclusive Team Building Events at  
[www.o3e.co.uk/inclusive-team-building-your-guide/](http://www.o3e.co.uk/inclusive-team-building-your-guide/)