

Planning a Field Day or Ag conference? Here's an accessibility check list:	Comments	Check
1 - when planning an event include people with disability in accessibility planning		
2 - PROMOTE accessibility of your event - the more information the better (ie. wheel chair accessible, AUSLAN interpreting or digital technology available) and provide material in accessible formats.		
Registration link "our field day aims to provide an accessible and safe environment for all - please let us know your accessibility requirements if needed"		
3 - site map: include and highlight accessible facilities. Display this site map for the event.		
4 - ask presenters/businesses if need assistance or adjustments to create accessible stall; including manoeuvrable space, accessibility of information; such as virtual documents of your information/brochures compatible with text to speech; and audio alternatives.		
5 - In event of an emergency ensure how people with disability will be assisted and that staff are trained on this procedure		
6 - make your website or advertising accessible		
7- Point of contact for accessibility requirements and information on accessibility		
The event itself:		
1 - pathways 1m wide and clear of obstructions		
2 - accessible entry - is a ramp required if there are stairs or is there a lift alternative. Do field sites have areas of accessible or alternative stations where information is available		
3 - transport and farm tours - wheel chair accessible bus		
4 - accessible/disabled toilet facilities - disabled porter loos		
5 - quiet space/quiet room: What is a quiet room/space? Help people with sensory overload to calm down and reduce sensory overload - quiet zones can have support staff available		
6 - grass area for assistance dogs - let it be known that assistance dogs are welcome at the event in the promotion		
7 - ensure there is seating available		