

Event Location Checklist

Access

- Does the building have a level access?
- If not, is there a ramp at the entrance to bridge any steps?
- Are there elevators in the building that can be reached without steps?
- Is there a guiding system for the visually impaired?
- Do the doors open automatically or easily?

Rooms

- Are the rooms clearly labelled?
- Can wheelchair users sit next to participants in chairs?

Food

- Is the food distribution at a height accessible for wheelchair users?
- Are there chairs of different heights, are the (bar) tables not all at standing height?
- Are there empty spaces at the tables for wheelchair users?
- Are the ingredients labelled (allergens)?
- Is there a quiet room? A play area for children?

Stage

- Is there a ramp onto the stage for guests who use a wheelchair?
- Is the height of the lectern adjustable for wheelchair users / people of small stature?
- Are the first rows reserved for Deaf guests?

Restrooms

- Are there restrooms for people with disabilities, unisex restrooms?
- Are the restrooms large enough and easy to access? (no steps)
- Do the doors open automatically or easily?
- Is there a Euro-key available at the info desk / reception?
- Is there an alarm button or emergency pull chord?

Security

- Are there evacuation chairs available for transporting unconscious or mobility impaired people in case of fire?
- Is there a first aid kit at the reception / info desk?

Vicinity

- Is the event location near an accessible train station or bus stop? (e.g. with an elevator)
- Are there wheelchair accessible taxis available to the event?
- Has transportation assistance to the event location been arranged for?
- Are there accessible hotels and restaurants nearby?