# Making Events Accessible

Easy Read guide 2023

The Commons Social Change Library

www.commonslibrary.org

## How to use this guide

The Commons librarians wrote this guide.

We wrote this guide in an easy to read way.

If you would like this guide in an alternative format please contact us.

Contact details are at the end of this guide.

You can ask for help to read this guide.

A friend, family member or support person may be able to help you.

## Making Events Accessible

### Introduction

Accessibility means that everyone is included.

Everyone can join in and take part.

Not all **accessibility needs** are visible.

A person has accessibility needs when they need to do things differently to join in.

### Types of Accessibility Needs

1. Moving around and doing things
2. Hearing
3. Seeing
4. Learning and thinking

### Having an Accessible Attitude

Treat people's needs with respect.

Give people choices.

Let people make their own choice.

Do not force people to say their accessibility needs.

Be honest if you cannot meet accessibility needs.

### How to Plan Accessible Events

Create a group to plan the event.

Invite people with accessibility needs to join the group.

Ask for feedback from people with accessibility needs.

Give yourself enough time to listen to feedback and make changes.

### Telling People how your Event will be Accessible

Use easy language.

Tell people in different ways.

For example:

1. 1.Use pictures
2. 2.Write it down

Tell people how the event will be accessible.

Tell people how the event will not be accessible.

## Contact us

You can email us:

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You can write to us:

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You can visit our website:

www.commonslibrary.org

Fill in the online contact form:

https://commonslibrary.org/contact/

You can subscribe to our newsletter by sending an email to:

librarian@commonslibrary.org

## More information

**Source**

This Easy Read guide was based on [Accessibility: Introduction to Thinking about Events and Engagement](https://commonslibrary.org/accessibility-introduction-to-thinking-about-events-and-engagement/) by Erin Laurence and the Community Organising Fellowship.

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