Making Events Accessible
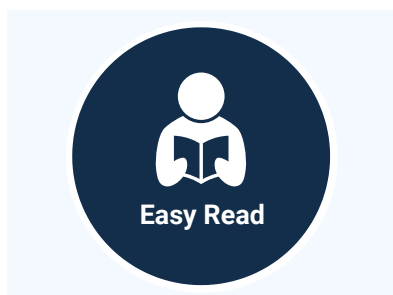
Easy Read Guide

2023

Easy Read

How to use this guide

The Commons librarians wrote this guide.

We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

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.

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 Accessibilty Needs

1. Moving around and doing things

2. Hearing

3. Seeing

4. Learning and thinking
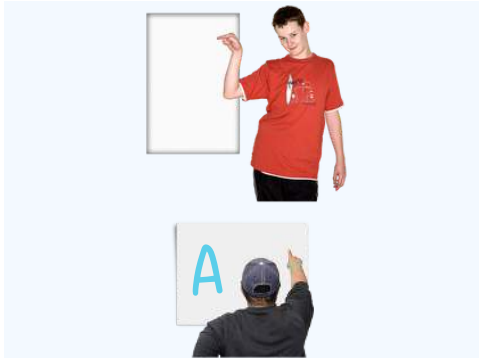
Having an Accessible Attitude

Treat people's needs with respect.

Give people choices.

Let people make their own choice.

Do not force people to say their accessibility needs.

Sorry ....

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. Use pictures
2. Write it down

Tell people how the event will be accessible.

Tell people how the event will not be accessible.

More information

Easy Read guides

More Commons Library Easy Read guides

commonslibrary.org/tag/easy-read

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Acknowledgement of Country

The Commons Library recognises the First Nations people of Australia.

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Contact us

You can email us.

librarian@commonslibrary.org

You can write to us.

**Commons Library Ltd
Level 21/ 567 Collins Street,
Melbourne, VIC, 3000**

You can visit our website.

www.commonslibrary.org

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