

General

Is general access information included in/on:	Yes	No	Comments
Press releases			
Newsletters			
Season brochures			
Advertising			
Web sites			
Calendars of events			
Posters			
Programs			
Any other material released to the public			
Does access and service information include:	Yes	No	Comments
Wheelchair access			
Accessible parking and transport			
Hearing augmentation systems			
Times and availability of services			
Costs of services			
Booking requirements for services			
Is information on services for people with disabilities (for example, Auslan sign interpretation or tactile experiences) included in/on:	Yes	No	Comments
Press releases			
Newsletters			
Season brochures			
Advertising			
Web sites			
Calendars of events			
Posters			
Programs			
Any other material released to the public			
Presentation of information	Yes	No	Comments
Have you used access symbols to indicate your services and level of access?			
Do you have a specific access guide for people with disabilities (in addition to access information in general material)?			

MARKETING TO THE DISABILITY COMMUNITY - CHECKLIST

Presentation of information continued	Yes	No	Comments
Have you met print guidelines in your presentation of material?			
Have you met web accessibility guidelines for any websites?			
Have you used appropriate language in the description of people with disabilities and access services?			
Have you included images of people with disabilities as part of your usual representation of people, e.g in newsletters?			
In regards to access and services, have you been honest about what limitations may exist for people with disabilities, and conveyed this information in all publicity material?			
Have you provided contact details (at a minimum phone and e-mail) for people with disabilities requiring more information?			

Note: Information on access for print material, websites and alternative formats can be found in the [Print and Publication Guidelines](#) available from Accessible Arts

Alternative Formats

Have you provided information in the following alternative formats:	Yes	No	Comments
Large Print			
Audio Tape or CD			
Braille			
Plain English			
A Word document that can be e-mailed			
On a website			
Print version of all audio material			
Captioning of audio-visual material			

Communication with the disability sector

Media	Yes	No	Comments
Have you included the disability media in your media plan?			
Have you sent all press releases etc to disability media?			
Have you developed an ongoing relationship with disability media?			
Have you included access information in all material sent to general media?			
Disability organisations	Yes	No	Comments
Have you prepared a contact list of disability organisations in your community?			
Have you identified and established a relationship with disability organisations in your community?			
Have you sent information/publicity material to disability organisations?			
When you have a service targeted at a specific group, do you communicate with disability organisations representing that group?			
Have you identified any programs/services that would benefit from collaboration with the disability community?			
Have you developed any partnership programs with disability organisations?			
Have you ensured that people with disabilities are invited to and included in:	Yes	No	Comments
All public meetings			
Advisory groups			
Market research			
Formal and informal consultations			
Any community/customer consultative process			
Research	Yes	No	Comments
Have you undertaken research to help you identify the needs/wishes of people with disabilities?			
Have you provided opportunities for people with disabilities to give feedback on your services?			

