



## Planning an inclusive event

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“Age Friendly Illawarra is an alliance that aims to create opportunities for older people to lead active, engaged lives and contribute positively to Illawarra communities.”

Age Friendly Illawarra is joining to the World Health Organisation’s Global Network of Age Friendly Communities.

We are proud of our region’s ageing demographic and we want to encourage Social Participation for older people to not only combat social isolation, but also showcase the contribution older people make to a diverse and inclusive community. This checklist will empower event organisers to attract our valuable ageing population to their event. You can provide a welcoming event for all ages and abilities by considering the age-friendliness of your activities and venue.

Use this checklist as a starting point when planning your event to ensure your event is accessible to all.

# Age Friendly event checklist



## How accessible is your venue?

Would someone using a cane, walker, or wheelchair be able to get around easily?  
Are there any reasonable modifications to make it easier to move around our venue?  
Level terrain without steps (or ramps and/or lifts) and automatic doors are preferable.



## Are there accessible toilets nearby?

Older adults feel that lack of access to public toilets at events is one of the biggest barriers to participation.



## Is there ample seating?

Are chairs and/or benches available for people to rest? Is there a wheelchair and walker seating area?  
Adding seating, or reserved seating, would make the event more comfortable and safe.



## Is the venue close to public transport?

If not, is there accessible parking in close by?  
Providing close accessible parking, or reserved parking, reduces anxiety for people with mobility limitations.



## Have you removed barriers and trip hazards?

Are there trash cans or displays or other items blocking travel paths and aisles?  
Are there cords or other trip hazards that can be removed? Maneuvering around barriers is difficult, and people are more susceptible to tripping.



## If there is an admission fee, can you provide a discount or a time during the event when it is free?

Many older adults and people with disabilities are on a fixed income.



## Do your marketing materials speak to groups of all ages and abilities?

Are there images of older adults and people with disabilities?  
Do they show if is a multigenerational event?  
Older adults benefit from clear concise language and the use of larger, easy to read fonts, and darker coloured wording – especially for nametags and programs.



## Can you incorporate sensitivity training for your staff, volunteers, and vendors to provide them with a better understanding and awareness of common challenges of older adults and people with disabilities?

Education about how to communicate with older adults and persons with disabilities, as well as providing awareness about specific conditions (such as dementia) at the event, will provide a more inclusive and successful experience.