UCC Societies

Accessibility Checklist

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ACCESSIBILITY CHECKLIST

PR and Media

☐ Have I used a Sans - serif font?

☐ Have I added alt text/ image description to posts?

☐ Have I added captions to audio visual content?

☐ Have Trigger and Content Warnings been added where needed?

☐ Have I put emojis, hashtags and mentions at the end of captions?

☐ Have I used high contrast colours?

UCC Societies

ACCESSIBILITY CHECKLIST
Organising Events

☐ **Have I checked the access needs of any speakers?**

☐ **Can this be held as a hybrid event?**

☐ **If providing food, does it cater to different dietary requirments?**

☐ **If a large scale event, have we provided a safe sensory space?**

☐ **If a multi-part event, have I released the schedule beforehand so attendees are aware of what will be happening?**

UCC Societies

ACCESSIBILITY CHECKLIST

Choosing a venue

- [ ] Are there level entrances?

- [ ] Are there elevators to higher floors?

- [ ] Are there accessible facilities such as bathrooms and changing spaces?

- [ ] Is the space well sign posted to help people navigate it?

- [ ] Can I book a space with gender neutral bathrooms?