UCC SOCIETIES
Cumainn Choláiste na hOllscoile Corcaigh

ACCESSIBILITY CHECKLIST

2025/26

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1. WHAT IS ACCESSIBILITY?

Accessibility is the practice of **ensuring your events and advertising can be experienced and enjoyed by the widest possible audience**.

This includes a variety of areas, **such as**:
- financial accessibility
- physical accessibility
- sensory accessibility
- venue & floor plan accessibility
- media & promotional accessibility

Accessibility is not intended to limit your society's creativity or capacity to hold events: **it's about making sure everyone can take part**.

2. PR & MEDIA

Accessibility should always be part of your promotional planning, whether your content is digital or physical. Use the checklist below as a guide:

Visuals

- ☑ Use **high-contrast colours** (e.g. dark text on a light background).

- ☑ Keep posters and slides clear, avoid overcrowding them with text.

- ☑ Use large, legible fonts. Sans-serif fonts are easier to read than decorative fonts.

Text

- ☑ Keep language simple and direct; avoid jargon.

- ☑ Make headings and captions meaningful, and always include the key details (date, time, location, topic).

- ☑ Use inclusive language – avoid slang, inside jokes, or terms not everyone will recognise.

Social Media

☑ Always add alt text to images – short descriptions for those using screen readers.

☑ Add captions or subtitles to videos and reels.
Use Camel Case for hashtags (capitalising the first letter of each word), e.g. #UCCSocieties, #UCCStudentsUnion.

☑ Include a Trigger Warning at the start of posts containing sensitive content (e.g. sexual violence, homophobia, transphobia, eating disorders, suicide, or other potentially triggering topics).

☑ Add warnings to audio-visual content with loud noises or flashing lights.

Accessibility and translation

A Write alt text
Alt text describes your photos for people with visual impairments. Alt text will be created automatically for your photos or you can choose to write your own. >

Cancel   **Alt text**   Done

Purple festive graphic with white snowflakes and bold text reading 'Holiday Decoration Making.' Includes note that materials are provided and features the UCC Societies owl logo.

2.1 ACCESSIBILITY SYMBOLS

As per a Senate motion passed in September 2024, it is **mandatory to include accessibility symbols on any graphics** that you create to promote an event.

On social media platforms, e.g. Instagram, it is commonplace to include these on the **second slide of your post**. This works well to ensure that the details are clearly visible, without distracting from the main details of the event.

You'll find a guide on how to use the symbols effectively [here](). Each symbol is provided in the Shared Drive, with **black and white versions also available**. It is highly recommended that you use the [Contrast Checker]() to **ensure that the colour of the symbols is visible** against the background of your graphic.

Gluten Free

Wheelchair Accessible

Quiet Space

Flashing Lights

Gender Neutral Space

3. EVENTS

Now that you have successfully promoted your event, you want to ensure that your attendees can **make the most of your event**. We'll run through some key considerations to be made both in planning, and on the day itself for you, as organisers.

Another way yo make your events more accessible would be to hold events during the day. This mean that commuters would be more likely to attend your events as they don't have to worry about getting home safe.

3.1 PLANNING

- Take a **blended/hybrid approach** if possible.
  - Many people commute to college, and this may make attending evening events in-person difficult. A blended approach means more people can attend your event.

- A simple way to do this is **livestreaming an in-person event, so that everyone can partake.**
  - Ensure you have the **consent** of all speakers and participants before doing this.

- **Reach out to your society members** to see if they have any accessibility requirements that should be accommodated.
  - You can invite them to email/message your society on socials with the details.
  - Alternatively, you can open a Google Form, which **allows requirements to share details anonymously.**
  - **Seek feedback from your members on this** following an event, to see if anything can be improved for next time.

- If you are hosting an event which has PowerPoints or presentations of any type, **consider numbering the slides** (e.g. 2/10).
  - This ensures attendees are all aware how long the presentation is, and perhaps ideal times for them to take a break from the event if necessary.

- For screenings or any events including audio-visual materials, **you should always use subtitles/closed captions** if available.
  - Most streaming services have subtitles widely available, and this will make your event more accessible to people with hearing difficulties or auditory processing disorders.

3.2 VENUES

Considerations to be made:

- **Clear pathways** will make the space easier to navigate.

- **A level entrance** ensures that people in wheelchairs or people with mobility issues can access the room and/or building.

- **Elevator access** to higher floors.

- **Accessible facilities** such as bathrooms and changing spaces.

- **Clear signs** that make the space easy to navigate, incl. directions to the room if in a new space for students.

- **Sensory** concerns, e.g. bright overhead **lighting**, loud background **noises**, and how these can be overwhelming for some people.
  - You must provide a **separate quiet space** for events that have **100+ expected attendance**, or **75+** if held off-campus.

- **Lighting**, especially spotlights that will be directly casting on speakers or attendees.
  - Explore your lighting options, and how this can be reconfigured if necessary. Rooms in The Hub have many light reduction options.

3.2 VENUES

Top accessible spaces on campus include:
- The Hub
  - The Shtepps (1.72)
  - Dora Allman (4.04)
  - Áine Hyland (G.12)
- The Hub is also one of few buildings in UCC that has **gender neutral bathrooms**.

- Western Gateway Building
  - Rooms are accessible, though you should take the **distance from main campus into consideration**, especially with timing.

- Electrical Engineering
  - L1
  - L2

- A list of all bookable rooms and their accessibility details is available from the Societies Office [here](#).

4. FINANCES

Financial accessibility means **minimising finance as a barrier to people accessing your events** as much as is possible, and being able to **justify any costs** people may incur in attending your events.

Considerations to be made:

- Keep **student contributions as low as possible** and **subsidise** where you can.

- Try to **make necessary equipment/materials available** to students, so they don't have to purchase them themselves.

- **Provide transport to & from** events that are held off-campus.
  - This is **mandatory for balls**, but highly encouraged across the board.

- **Make attendees aware of any costs in advance** that they will incur attending your event.

- Equipment for your events are **available to book free of charge from the Societies Office**. This can help with reducing event costs, both for your society & attendees.