

Online Accessibility Checklist

Having access to information is a key factor for people with disability to being able to attend events.

Here is a list of things live music venues can do to assist people with disability to make informed decisions about whether a venue or event will be accessible for them. These will also help provide a more inclusive experience for everyone.

ITEM		EASE	HOW TO	LINK
Language Use				
<input type="checkbox"/>	Inclusive disability language	Easy	Read this guide on inclusive language	Link to guide here
<input type="checkbox"/>	Inclusive disability language		Check your website, socials and ticketing portals to ensure you're using inclusive language	Great example here
<input type="checkbox"/>	Use Plain English	Easy	Keep your language simple, at a high school reading level. If acronyms, jargon or technical language is required, provide Plain English alternatives or a glossary.	Link to reading level tools here
<input type="checkbox"/>	Consider using Easy Read	Medium	Use a mix of words and pictures (great for people with intellectual disability or whose first language is not English)	Link to info here
<input type="checkbox"/>	Consider using Easy Read		Consider whether any of your website can be translated into Easy Read	Great example here

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Text and Formatting			
<input type="checkbox"/>	Make your text easy to read	Easy Choose left aligned text, rather than justified to improve readability and use the ordered lists provided in your content management system to present appropriate content. Use sans serif (without the 'tails' on each letter). Avoid Italics and ALL CAPITALS. Use bold text and/or using a larger font size for headings. Make sure text is placed against a plain background, not overlaid on the top of images.	Great example here
<input type="checkbox"/>	Website accessibility	Easy Use a free online tool to test the digital accessibility of your website	Try this tool or this tool
<input type="checkbox"/>	Titles	Easy Give your content a unique title. Using a strong, unique and meaningful title that will clearly describe the purpose of your content. This will assist screen readers and search engines.	
<input type="checkbox"/>	Make links descriptive	Easy Avoid using catchalls like 'Click here', 'More info' and 'here'. Give your link a meaningful description to assist scan reading and screen readers.	
<input type="checkbox"/>	Use headings to sensibly organise content	Easy Make use of the heading structures in your content management system using	

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			the correct heading level and structure your content using meaningful headings.	
<input type="checkbox"/>	Use tables appropriately	Easy	When presenting tabular information, use an actual table, not an image and ensure headings are used.	
<input type="checkbox"/>	Images of text	Easy	Avoid using images of text except for purely decorative purposes. Instead, use real text or ensure there is a text alternative (like Alt Text) available.	
<input type="checkbox"/>	Colour contrast	Medium	Pay attention to colour contrast. Before overriding the default colours of your content management system, consider the colour contrast. If in doubt use a colour contrast analyser to check. Use text colour contrast greater than 4:5:1 between the text and the background.	Check your website's colour contrast here
Accessibility Information				
<input type="checkbox"/>	Accessibility page on website	Easy	Build an easy-to-find accessibility page on website, which clearly outlines venue accessibility and info on how to get there. No more than 2 clicks from the homepage and easy to search for using the 'search' function. Have access information available to download in a separate document.	Great example here
<input type="checkbox"/>	Use access symbols	Easy	Use access symbols for events to show things like wheelchair accessible, Auslan interpretation, Captioning, Audio	Access symbols can be

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			Description, Tactile Tour and Relaxed Performance	downloaded here
<input type="checkbox"/>	Demonstrate your venue's access features	Medium	Include images or site maps. Consider filming a 'virtual tour' or developing a Social Story (with pictures and images)	Virtual tour example here Social Story example here
<input type="checkbox"/>	Access queries	Easy	Include a named point of contact for all access queries, with both phone and email contact details. Include an NRS number for people who are d/Deaf.	Info on NRS here
<input type="checkbox"/>	Information for performers with disability	Easy	Let readers know whether your venue is suitable/welcomes performers with disability (e.g. reference to stage, greenroom access, rear entrance/load in, backstage bathroom, general access information)	
Access to Information				
<input type="checkbox"/>	Screen Reader access to information	Easy	Include meaningful Alt Text for all images on website and social media. Make sure any downloadable documents are Screen Reader friendly (e.g. not inaccessible PDFs). Have a Screen Reader user test your website for you and give you feedback on useability.	Info on Screen Readers here Info on Alt Text here
<input type="checkbox"/>	Image Descriptions	Easy	Include these in all social media posts, to provide access for people who are Blind or have low vision	Info on how to write Image

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				Descriptions here
<input type="checkbox"/>	#CamelCase	Easy	'Camel case' looks #ABitLikeThis. When used, Screen readers will read out the words individually, rather than as a long incoherent word.	Great example here
<input type="checkbox"/>	Provide text alternatives for audio/video	Medium	Add synchronised captions to your video and provide a full transcript for both audio and video. Social media content is 85% more likely to be viewed and understood if captions are included (due to people watching on commutes etc). It's also important for people who are d/Deaf or hard of hearing (1 in 6 Australians)	Check out this video on how to add captions
Other				
<input type="checkbox"/>	Accessible ticketing	Medium	Make sure your ticketing platform itself is accessible. Sell your accessible tickets online (don't make people with disability call up or come into your venue to buy them). Ask a question about access requirements at point of sale, encouraging people to contact you if they have any access needs.	Read the article here
<input type="checkbox"/>	Live-streaming	Medium/ Hard	Consider live-streaming your gigs for people who can't leave the house or who are immunocompromised	Great example here
<input type="checkbox"/>	Companion Card program	Easy	Offer complimentary tickets for support workers/carers. Sign up to the companion	Sign up here

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			card program and promote this on your website	
<input type="checkbox"/>	COVID19 safety	Easy	Outline your venue's COVID19 safety plan, so that audiences who are immunocompromised can decide whether they are comfortable to attend	
<input type="checkbox"/>	Mobile phone apps	Medium	These need to work with in phone accessibility settings such as Screen reader and Zoomtext functionality, to be effectively used by people with disability.	Read the article here

FINAL TIPS

- Read Attitude Is Everything's 'Access Starts Online' guide [here](#)
- For a more comprehensive review of your digital platforms, a formal Web Content Accessibility Guidelines 2.0 website audit can be conducted by an auditor
- Once you've updated your digital content based on this checklist or an audit, it's a good idea to develop some staff guidelines for everyone who works across your organisation's digital platforms to follow to ensure your platforms maintain good accessibility
- If you're developing a new website and using an external developer, make sure you express your accessibility goals to them so they build your new site with access in mind. This isn't something all developers will do, unless this is expressly requested.