

Invitations and promotional material

Signage

- Does the venue have clear, directional signage to:

- the function room?

- the toilets?

The function

Everyone wants to be able to see the stage, hear speeches being made, understand training or messages being delivered. The following checklist will ensure your function is one where everyone's communication requirements are met.

If you are organising a sit down function and your guests include people using wheelchairs, the following checklist will assist you to create an event where all of your guests feel comfortable and relaxed.

Communication

Yes**No**

- Is there a position where the interpreter will stand, so people who are deaf or hard of hearing can see both the person speaking and the interpreter's face and hand movements?

- Can the audio-visual technicians position spotlights for the interpreter which distribute light clearly and evenly to the face and upper body?

- Does the venue have an audio loop installed?

- If there is an audio loop:

- what type: induction loop/ infra-red/FM

- has it been placed towards the front of the room with clear sight lines to the stage and the interpreter?

Sit down function

- Are there sufficient walkways (1000 mm or wider) in the function room?

- Is there 900 mm space between tables?
