Accessibility Information for Partner Events

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| **Question** | **Answer** | **Guidance Notes** |
| **The Event** |  |  |
| Will the event be seated or standing? |  | *If standing, what provision will be made available to attendees who require a seat and how will they be able to access this?* |
| Will the event be BSL interpreted? |  | *If so, by who? It’s nice to be able to share with bookers the names of interpreters.*  *It is also useful to communicate where BSL interpreters will be in relation to the event in case this effects where people need to book their seat/where they stand.* |
| Will the event be audio described? |  | *If so, by who? It’s nice to be able to share with bookers the name of who is going to be doing the describing.*  *How will ticket holders gain access to this service? Do they need to book-on ahead of the event or are they ok to turn up and request the necessary headset on the day? If so, from where? Will they need to pay a deposit?* |
| Will the event be captioned? |  | *If so, where will the captions be located? On a screen off to the side? On stage? Available through attendee’s personal devices?*  *Will the whole event be live captioned or just pre-existing digital content e.g., videos?* |
| Is the event a relaxed performance? |  | *There is no agreed upon definition as to what exactly constitutes a ‘relaxed performance’ but generally speaking it involves relaxing expectations around how people experience and enjoy an event.*  *Things that can help to create a relaxed environment include lighting an auditorium throughout a performance, minimising extreme lighting and sound effects, providing a visual story, and offering a chill out room. Communicating to audiences ahead of time that an event will be relaxed can also help everyone understand that different people experience and express enjoyment/concentration differently.* |
| Will people who cannot attend in-person still be able to engage with the event? |  | *E.g., through a digital twin, a live stream, an online Q&A, an activity pack etc.* |
| Will any print/written element of the work be made available in alternative formats? |  | *E.g., braille, large print, audio file, Makaton, colourful semantics, easy-read, visual story etc.* |
| Are there any content warnings for the event that attendees should be made aware of ahead of time? |  | *E.g., flashing/strobe lights, haze, lasers, pyrotechnics, sensitive themes (suicide, sexual violence, human trafficking, murder, abuse etc.)* |
| Are registered assistance animals able to stay with their handlers during the event? |  | *If yes, do they need to be sat/positioned in a certain area? Do handlers need to inform the venue ahead of time that they’ll be bring their assistance animal? Is there a designated dog relief area at the venue?*  *If no, does the venue have a plan for where assistance animals will stay and who will supervise them?* |
| Who can a ticket holder contact if they have an access-related question about the event? |  | *It’s good practice to include both an email address and telephone number when possible.* |
| Is there anything else relating to access and the event that you would like LEEDS 2023 to include on their website? |  |  |
| **The Venue** |  |  |
| Is Blue Badge parking available at the venue? |  | *If so, how will attendees’ access this? Will they need to book it ahead of time or is it first come first served on the day?*  *If the venue does not have Blue Badge parking bays, where is the nearest accessible parking located?* |
| Is the venue wheelchair accessible? |  | *If so, this means step-free access is possible throughout the venue, doorways and lifts are wide enough to accommodate electric wheelchairs, heavy doors have an electronic assist function, lowered service points at F&B sites are available and any uneven/muddy/gravel access routes are covered by trackway.*  *The venue should also have agreed upon plan regarding the safe evacuation of wheelchair users in the event on an emergency.* |
| Does the venue have accessible toilets available to visitors? |  | *This means toilets that are spacious enough to turn and manoeuvrer a wheelchair that also have grab rails, level taps, a lowered basin, a paddle flush, an emergency call bell and outward-opening doors.*  *Do attendees need a Radar key to access these toilets?* |
| Does the venue have a changing place toilet? |  | *In addition to all the above, a changing place toilet is big enough accommodate a wheelchair user plus multiple careers, has a hoist for lifting and handing, and has an adult-sized changing bench with a privacy curtain.*  *If the venue does have a changing place toilet, will attendees need to bring their own sling with them to use this facility?*  *If the venue does not have a changing place toilet, where is the nearest publicly accessible changing place toilet located?* |
| Does the venue have a hearing loop system? |  | *If so, are attendees able to connect to this wherever they sit/stand or do they need to be positioned in a particular area?*  *How do attendees connect to the hearing loop. Is it simply a matter of switching to ‘T’ or do they need an app for access it?* |
| Does the venue have a staffed chill out room/quiet space? |  | *If yes, who is staffing it? What training do they have?*  *If not, are they/you willing to create one? A typical chill out room will include soft furnishings, low level lighting, fidget toys, crash matts, a range of comfortable seating options and ear defender. Charities are often willing to staff these areas for free.* |
| Are attendees able to bring their own food/drink with them to the venue? |  | *If so, are there any restrictions on this? E.g., bottles need to be sealed, no cooked food, utensils need to be plastic etc.*  *If not, does this answer change if it is for medical reasons. How does an attendee communicate this to FOH/SIA teams on the day.* |
| Who can a ticket holder contact if they have an access-related question about the venue? |  | *It’s good practice to include both an email address and telephone number when possible.* |
| Is there anything else relating to access and the event that you would like LEEDS 2023 to include on their website? |  |  |