

## **DIOCESE OF PETERBOROUGH: EQUAL OPPORTUNITIES**

### **CHECKLIST FOR ORGANISERS OF EVENTS**

The Diocese's Equal Opportunities Policy Statement of the Diocese opens with these words:

'The Diocese of Peterborough is committed to ensuring that all individuals and groups are treated fairly and valued equally'

One way in which this can be shown is through the arrangements made by the organisers of diocesan, deanery or parish events. The purpose of this checklist is to highlight some of the ways in which this can be done. It is suggested that organisers consider the following questions:

- Does the venue meet the needs of those with disabilities? Is there access for wheelchair users? Is there a loop system for those with hearing difficulties?
- Is all your written material, including invitations, produced in a sufficiently large type, that is a point of at least 12 (in Arial or Sans Serif)? Is written material available in a larger type (point 18) or in Braille for those who need it? (Remember it usually takes at least a month for Braille copies to be produced)
- Are your presentations accessible to those with specific needs? Do your seating arrangements facilitate this? Is signing available? If signers are to be used have they been given sufficient information in advance, for example copies of papers? Is lighting and ventilation adequate?
- Are you actively finding out the special needs of those attending? Have you asked whether attendees have any special requirements? Does this include mobility, visual impairment, hearing impairment, learning difficulties and dietary needs?
- Are those welcoming attendees aware of those who may need assistance? Have signers been given information, ideally in advance?
- Does the pace of your programme make anyone uncomfortable?
- Will you review your event in terms of its success for all those who have attended?