



# Accessibility

Consider access issues, including choice of venue, accessibility of information and how you will respond to requests for further information on issues such as ease of access.

Questions	Notes	Actions
Who is the key person for accessibility issues during the event?	Assign a lead person	Ensure all staff and volunteers know who this person is and can be located easily and quickly Provide their name and contact details in all briefing documents for the event
If registration is required prior to attendance, can you use this to find out any access requirements?	It is possible to ask questions as part of Eventbrite booking procedure. The Festival team can provide information on how to include this in your own booking links.	Make sure you note these requirements from the booking system and have appropriate provisions in place
Venue accessibility?	Check level access routes in your own venues. Check whether all doors are wide enough to accommodate wheelchairs and pushchairs. Consider whether you need to have different routes around the building	Ensure all staff and volunteers are aware of level access routes Clearly signpost routes around your venue
Is there at least one accessible unisex toilet?	Check location and access routes for all toilets	Brief all staff and volunteers of the location of the toilets Clearly signpost routes to the toilet If the toilet requires a key, allocate one person to have the key Make sure this person is known to all and can be located easily and quickly If your building doesn't have an accessible toilet, find out where the closest one is and share this information with all
Do people need to use a lift to reach your venue?	Check whether the lift is accessible to people in wheel chairs and those with pushchairs	Brief all staff and volunteers about the use of the lift If the lift requires a member of staff or volunteer to operate, allocate one person to this role Make sure this person is known to all and can be located easily and quickly
Information?	Consider providing information in accessible formats	
Who to contact for advice?	For University of Cambridge - contact the Disability Resource Centre <a href="http://www.disability.admin.cam.ac.uk">www.disability.admin.cam.ac.uk</a> Tel: 01223 332301 Email: <a href="mailto:disability@admin.cam.ac.uk">disability@admin.cam.ac.uk</a>  Festival team Tel: 01223 766766 Email: <a href="mailto:csf@admin.cam.ac.uk">csf@admin.cam.ac.uk</a>	