On the day

- Have clear signs at the entrance and throughout the building so people know they are in the right place and can find facilities
- At least one person to be available to meet and greet and to help introduce people to each other, especially for social events. Having a positive experience right from the start will encourage people to attend again and boost their confidence
- Use engagement activities that are accessible to people with sensory or communication needs
- Check-in with new people about their experience of the activity to make sure they feel welcomed and able to take part
- Ask for feedback about what worked well and what you could do better next time

Contact info:

For more information or for more copies of this leaflet, please contact us

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or phone

01273 481242

3VA Wealden Eastbourne Lewes District

VCSE Alliance

Rother Voluntary Action

HVA Hastings Voluntary Action

Sussex Community Development Association

East Sussex County Council

eastsussex.gov.uk

East Sussex County Council

Hints and tips for inclusive events, activities and meetings

Community activities are fantastic ways for people to come together and connect with each other and their local area.

This checklist is for people who organise community activities, meetings or events. It aims to help you make sure your activity is open and welcoming to everyone, and to encourage more people to attend.

It's important to think about inclusivity at all stages of your activity, from planning, to publicity, and evaluation.

Pre-event publicity and planning

- Posters with pictures should show a diverse range of people so that people can recognise themselves and feel included
- Use simple language and make sure your messages are easy to understand. Use short sentences, and clear, simple words
- If the event is for a specific age group, consider providing a clear message in your publicity. e.g. 60 years plus rather than ‘older people’, 14 - 18 years rather than ‘teenager’
- Make sure to include the venue details in your publicity right from the start, including physical and sensory accessibility details
- Consider possible religious and cultural holiday clashes and timing of events (e.g. some people are reluctant to attend events in the dark or struggle to get to an event with an early start time)
- If people can bring assistance dogs, say so in your message
- Tell people if they need to book, when to book by, and if the event is free or how much it costs
- Say if it is an alcohol-free event. This may make it more attractive to some people
- If you are providing food/drink – check in advance about dietary requirements or offer a range of foods
- Is the event family friendly? Carers and companions welcome? Are carers able to attend free of charge?
- Let people know if facilities are available for supporting communication in other languages upon request such as British Sign Language
- Include email and telephone contact details for further information
- Promote events in a range of ways targeted to who you are trying to reach e.g. posters, newsletters, flyers, social media, verbally
- Try to reach seldom heard groups - it may help to use routes or contact points people already know and trust

The Venue

- If possible, visit the building prior to booking to assess suitability and facilities
- The venue should be located near public transport and parking, including disabled parking bay(s), with a level or ramped approach to the building, free of obstructions
- There should be a level or ramped entrance to the building with ideally an additional stepped approach if there is a ramp
- In larger buildings you are looking for corridors, doorways, lifts, fire escapes that will easily accommodate someone using a wheelchair or a frame as well as a fully accessible WC and an induction loop or infra-red system for hearing aid users
- In more basic buildings you will require an accessible entrance and fire escape, an induction loop for hearing aid users and an accessible WC
- If you can, provide seating to include some chairs with arms to aid standing-up
- If possible, provide a quiet space for people to take a break
- Accessible event planning toolkit available from Scope: **scope.org.uk**