

ELECTRONIC GUIDE 6
Access checklist



Access checklist

Please contact us on [Telephone Email etc] if you would like help in filling in this form.

Name of organisation:

Where the meeting/event is happening:

Date of the meeting/event:

Time (start time and finish):

Time of refreshments and lunch:

Telephone number on the day:

This form is very important. It tells us about what you need to take part in the event so please fill it in if you are coming.

If you would like us to send you this form in a different format please contact us (details on last page).

My name is:



My contact address is:



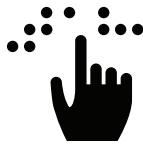
My contact telephone number is:



My email address is:



1. Please tell us which **format** is best for you:



- Standard print
- Large print (please circle required font size)
 - 14pt
 - 16pt
 - 18pt
 - 20pt
- Braille
- Tape
- Electronic
- Other – please tell us what

2. Do you use a wheelchair?



- YES
- NO

3. Please tell us if you will need any of the following:



- Hearing loop
- Lip speaker
- BSL interpreter
- Speech-to-text **writer**

Other – please say

4. Do you require information in a language other than English?

YES

NO



If YES – please tell us which language you would like it in

5. Will you be bringing anyone with you, such as a support worker or personal assistant?

YES

NO



If YES – Will they need anything?

6. Will you be bringing an assistance dog with you?



YES

NO

If YES – Will they need anything?

7. Do you need a specific type of chair?



YES

NO

If YES please tell us about what you need, (high back, arms, no arms etc. etc)

8. There are a small number of parking spaces for disabled people who need to drive themselves to the venue.
Do you need a reserved parking space?

P

YES NO

If YES please tell us the registration of the car you will be using

9. We need to plan for lunch in advance so please tell us which of the following types of food you need:



Vegetarian
 Vegan
 Gluten free
 Nut free

Or any other (please tell us what)

Please tell us if there is anything we haven't asked about that would help you to take part in our event [Should this be another question](#)

10. Do you mind if people at our meeting know who you are, where you are from and what services you use?

YES NO

11. We may use things that people say at the event when we write reports and publish articles.



We might also use photographs that will be taken at the event. Do you give permission for the things we record at the event to be used in this way? We will not use your name in anything we publish.

Written publications

NO This isn't terribly clear

Please sign in the box

Please tell us if there is anything else we haven't asked you about that would make the day better for you.