XXX Organistion/Event Access Key

An Access Key gives all the information you need to know about the building, location and all of the accessibility requirements it meets.

XXX A bit of information about why an access key is important and the organisation/events stance on acceptable behaviour at this venue

If you have any questions or want to chat about your access needs, please contact:

Name & pronouns
Email address
Phone Number

**You can read this whole document, or just click on the name of the topic you need information on and you will be brought to that part of the document.**

The topics in this access key are:

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# Where is the venue/office?

Include the address and an Acknowledgement of Country here

# How do I get to the venue/office?

## Car

Include here:

* If the venue has a car park, street parking is close to a parking garage or if there is no parking
* How many parks there are and if you need a permit or to pay for parking
* Images and image descriptions of the car parks at the venue

## Bus

Include here:

* The bus stops near the venue/office and how far away in meters they are and roughly how long it would take to walk (you can look this up on google)
* What the bus routes are for each stop

## Train

Include here:

* The station/s that are near the venue/office and how far away in meters they are and roughly how long it would take to walk (you can look this up on google)
* Images of map route
* Is this station wheelchair accessible?

## Trams

Include here:

* The stop/s that are near the venue/office and how far away in meters they are and roughly how long it would take to walk (you can look this up on google)
* The specific routes people can take
* Is this stop wheelchair accessible?

# Entering the building

## Smoking

Include the venue/offices stance on smoking and where the smoking areas are located

## Signs

Include here:

* the signage on and around the building, specially what is at the entry
* images and image descriptions of the signs here

## Building front door

Include here:

* if there are any steps to get to the front door
* If the door is heavy or automatic
* How wide the door is
* What to do if the door is locked
* Who might be standing at the door to check you in (this might be for a youth event)
* Images and image descriptions of the space

## Lobby

Include here:

* If there are scents in this specific part of the building
* Texture of the floor
* Give a detailed explanation of what is in the lobby. Is there a reception area? How high is it? Does everyone need to check in there? Where can people sit? What is the lighting like?
* Images and image descriptions of the space

# Inside the venue/office

Include here:

* Texture of the floor and if there are any changes or raised sections, for example, is there a dance floor?
* If there are scents in this specific part of the building
* What is the heating/cooling like and will it be on?
* Is there a prayer room?
* What will the noise be like?
* Where is first aid and who to ask for first aid there is someone administering it?
* Where the power points are if they are for everyone to use
* Give a detailed explanation of what is inside the venue.
	+ Event: Will the lights be on? What is the seating like and how wide are the walkways between the seats? Is there food, what is it like and do you have to pay for it? Are earplugs available? Please see the [detailed breakdown of questions](https://static1.squarespace.com/static/54ef1460e4b00217e7cf59a9/t/5cd8d062eef1a15db85e6618/1557713002461/Accessibility%2BInfo%2Bfor%2Bevents.pdf) to answer here
	+ Office: What is the layout of the office? What is the lighting like? Are there separate rooms and where are they located? How wide are the doors?
* Images and image descriptions of the space/s

# Bathrooms

Include:

* Where are they and how many are there?
* Are the toilets gender neutral?
* How wide the doors are
* Is there an accessible bathroom and where is it?
* Images and image descriptions of the space

# For an Office: Kitchen

Include:

* What is in the kitchen such as microwave, kettle etc
* How high the sink is
* What the seating is like
* What the lighting is like
* Images and image descriptions of the space

# For an event: Staff

Include:

* Pictures and descriptions of the staff or if they will be wearing lanyards or t-shirts to identify themselves

# Other things to know

This could include:

* If the event has a dress code
* Roughly how many people will be attending/booked tickets