



Venue Access Checklist

What your website needs to say so that clients with access needs can plan their visit.

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This checklist is for your website, not your venue manager. Use it to audit or write the venue access page your clients actually need — specific enough that someone with access needs can decide whether they can come, without having to email you to ask.

Take it to your venue. Fill in the answers. Put them on your site. Update them when anything changes.

01 — Parking & Arrival

Are there reserved accessible parking spaces nearby?

Include: number of spaces, dimensions if known, surface type (firm, paved), slope.

How far is the nearest accessible parking from your entrance?

Give the distance and describe the path — paved, level, no kerb drops required?

Is there a drop-off zone? Where is it relative to the entrance?

What is the nearest accessible public transport stop, and how far is it?

Describe the path from the stop to your entrance.

Is the path from parking/transport to your entrance step-free?

02 — Entry & Pathways

Is the main entrance step-free?

If there are steps, is there a ramp? Describe slope, handrails, landing.

What is the clear door width at the main entrance?

Minimum 81cm recommended. Note whether doors are automatic or manually opened.

Are pathways inside smooth and even?

Note any thresholds, gravel, cobblestones, or uneven surfaces.

What is the minimum pathway width inside your space?

91cm recommended; 122–152cm ideal for passing.

Is the route to all key areas (studio, reception, toilets) clearly signposted?

High contrast, large print signage recommended.

03 — Inside the Space

Is there turning space for wheelchair users in the main room?

152cm diameter clear floor area recommended.

Are there seating options that do not require getting down to the floor?

Chairs, bolsters, or props available as standard — not on request.

Can participants join from a wheelchair or mobility aid without transferring?

Is the space well lit with no areas of poor visibility?

Are there any barriers to full participation you want to note honestly?

Transparency about genuine limitations builds more trust than vague reassurance.

04 — Toilets & Amenities

Where is the nearest accessible toilet relative to your space?

Same level, same building? Give approximate distance.

Does the accessible toilet have the features your clients need?

Turning radius, grab bars, transfer space, emergency pull cord, adjustable fittings.

Is there a changing places facility nearby for clients with complex needs?

Is there a designated relief area for service animals?

Are there quiet or low-sensory spaces available if needed?

05 — Contact & Updates

Is there a named contact for access enquiries on your venue page?

Include email and expected response time.

Are service animals explicitly welcomed on your site?

Do your event listings and booking confirmations link to your venue access page?

Do you have a process for updating this information when your venue changes?

Outdated information is worse than no information.

Have you had your venue access page reviewed by someone with lived access needs?

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