



Venue checklist



There are ways you can support people living with dementia to engage with your event. Start by ensuring the physical and social environments are easy to navigate, and safe for people living with dementia. Many of these considerations will benefit the whole community including parents with prams, people who do not have English as their first language, and community members living with physical, psychosocial or intellectual disabilities.

This checklist is not exhaustive, so ask people living with dementia in your community what could make a difference locally.

Considerations when planning a dementia-friendly event might include:

- Create a welcoming atmosphere** where people have an awareness and understanding of dementia, and can empower people living with dementia to be involved. For example, give people an opportunity to share their skills and have a sense of purpose.
Things to consider:
 - Conduct community events and activities at convenient times during the day for people with dementia.
 - Conduct community events and activities that can be attended either alone or with a carer.
- Provide information about community events and activities** including details about the venue and time.
- Choose a space that is inviting** with points of interest, such as artwork or a window. This can help promote wellbeing.
- Paths and access areas are wide**, level where possible, non-slip, well maintained and free of obstructions.

- Buildings and event entrances are clearly visible and signposted.**
- Signs have large graphics and symbols** in clear colour contrast to the background: preferably dark lettering on a light background, with non-reflective coverings. Signage is simple, giving clear and essential information only and fixed to walls at eye level.
- Visual clutter is minimal** at critical information points, including excessive signage, music, advertisements and bollards.
- Well-lit environments** are inviting and accessible. Level changes in flooring are clearly marked and well-lit, with handrails and non-slip, non-glare surfaces.
- Ample seating is available** using chairs with arms that are not too low where possible.
- Temperature is adjusted for comfort**, for example, providing heating and cooling as appropriate.
- Background noise is minimal**, with acoustic barriers or sound absorbing materials in place. Outdoors this could be grass, trees and hedges and indoors, upholstery rather than hard surfaces.
- Quiet space is available** for someone who might be anxious or confused. Where possible, have a person available to support the space.
- Uninterrupted views of all areas.** Where complete vision is not possible, provide wayfinding cues (for example, signage with arrows).



These considerations can enhance the accessibility of the event space for people living with dementia, however there may be some limitations to what you can change. **Showing support by understanding and acknowledging potential challenges can make a big difference.**