# Accessibility checklist for creative projects

**Access is a powerful creative tool** that should be implemented as early on in the process as possible. Please note: this checklist is not mandatory for projects coming in to the Arts Council of Wales for funding, though it demonstrates good practice to follow these steps.

▢ **Understand what those involved need**

Get to know your audience, creative team, and participants. Ask them how your project can be made more accessible to their specific needs.

▢ **Consider different ways people interact**

Think about how people prefer to work, communicate, and engage with your work — visually, audibly, physically, etc. Ensure you address each of these.

▢ **Clarify accessibility requirements**

Be clear on what accessibility measures are needed for your project. If you are not sure who your audience or participants may be, make sure you budget enough to cover accessibility costs that might be needed.

▢ **Explore our ‘Accessibility for creative projects’ webpage**

This webpage gives advice on implementing accessible strategies and further reading.

▢ **Ensure accessible marketing materials**

Make sure your marketing materials (e.g., flyers, websites, social media) are accessible. More information on this is available on the webpage.

▢ **Involve key stakeholders in planning**

Put accessibility measures in place by collaborating with your audience, creative team, and participants during the planning stage. Book service providers as early as possible, especially if BSL is needed.

▢ **Review and evaluate**

Involve your audience, creative team, and participants in the feedback process to ensure their accessibility needs have been met and to make improvements if necessary.