



## Development and Retention

# Inclusive social events - Activity



# Activity: Inclusive social events

Remember the four key elements to ensuring communication access:

- People
- Communication tools and resources
- Written information
- Environment

You are planning an end-of-year function for your team. Choose from the options below to build the event.

## Where will you hold the event?

- a. Bowling alley
- b. Cafe / restaurant
- c. Office / workplace

## How will you invite people to the event?

- a. Put a poster on the office wall
- b. Online calendar invite
- c. Tell each person face to face

## What food and drinks will be served at the event?

- a. Pizza, soft drinks, and alcohol
- b. Each person brings a plate to share
- c. Each person orders their own meal from the menu

## What activities will you have at the event?

- a. Musical chairs
- b. Online quiz about office highlights from the year
- c. Bingo card – find a person who meets each of the different descriptions on the bingo card

Continue to the next page to see some suggestions.



<p><b>Where will you hold the event?</b></p> <ul style="list-style-type: none"> <li>a. Bowling alley</li> <li>b. Cafe / restaurant</li> <li>c. Office / workplace</li> </ul>	<p><b>Consider the following:</b></p> <p><b>Bowling alley</b></p> <ul style="list-style-type: none"> <li>• A bowling alley can have loud echoing sounds and lots of visual stimulation.</li> <li>• You might opt to go during a specified ‘quiet time’ or a less busy hour.</li> <li>• You might choose lawn bowling instead. People with physical access requirements might encounter limits on their participation in ten-pin bowling depending on the venue.</li> </ul> <p><b>Cafe / restaurant</b></p> <ul style="list-style-type: none"> <li>• How easy it is for people to travel to and move around the space.</li> <li>• Dietary requirements and whether they can be catered for.</li> <li>• Background noise.</li> </ul> <p><b>Office / workplace</b></p> <ul style="list-style-type: none"> <li>• The office / workplace is a familiar environment for employees that they are comfortable travelling to, however it may not lend itself to a ‘fun’ atmosphere for a social event.</li> </ul>
<p><b>How will you invite people to the event?</b></p> <ul style="list-style-type: none"> <li>a. Put a poster on the office wall</li> <li>b. Send an online calendar invite</li> <li>c. Tell each person face-to-face</li> </ul>	<p><b>Consider the following:</b></p> <p>Event details should be shared via multiple formats to meet different staff members’ requirements.</p> <p>Using only one method increases the risk of some people missing the information:</p> <ul style="list-style-type: none"> <li>• A poster in the office may be missed by staff who have low vision or who work remotely.</li> <li>• An online invite may be missed by staff with low literacy or difficulty accessing technology.</li> <li>• Catching each person individually may be difficult.</li> </ul> <p>We recommend you share the event details in writing and verbally - for example, making an announcement at a team meeting.</p>



### What food and drinks will be served at the event?

- a. Pizza, soft drinks, and alcohol
- b. Each person brings a plate to share
- c. Each person orders their own meal from the menu

### Consider the following:

#### Pizza and drinks:

- Consider whether pizza, soft drinks, and alcohol are likely to meet all attendees' dietary, cultural, religious, and personal preferences.
- If the event is being catered, ask about dietary requirements before the event and aim for a variety of food and drink options of different textures.
- Share catering information with attendees prior to the event.

#### Each person brings their own plate to share:

- This option means that everyone can bring something that they are comfortable consuming.
- Allergen and cross-contamination risks will need to be considered.

#### Self-ordering:

- This option means everyone can choose an item that works for them.
- This is dependent on a range of options being available to suit dietary requirements.



### What activities will you have at the event?

- a. Musical chairs
- b. Online quiz about office highlights from the year
- c. Bingo card – find a person who meets each of the different descriptions on the bingo card

### Consider the following:

#### Musical chairs:

- Physical access requirements may limit people's participation in this activity.

#### Online quiz:

- Consider whether each person will be able to access the quiz in an online format – does each person have access to a compatible device?
- If the quiz is time-limited, is this fair and fun for all participants?

#### Bingo card:

- Will people need to move around the room to speak with different people, and if so, is there sufficient space for this to happen?
- How will people with varying communication access requirements have the instructions / descriptions shared with them and record their answers?

Scope's Building Employer Confidence is made possible by an Information and Linkages Capacity Building Project funded by the Department of Social Services and the National Disability Insurance Scheme. This training has been co-designed with the valuable input of people with communication access requirements, pilot organisations and our valued partner, Thriving Communities Australia. Contributions from co-designers have directly influenced its design, ensuring it is informed, inclusive and reflective of diverse experiences. We recognise and appreciate the personal stories shared in shaping this impactful learning experience.

This information provides guidance on how to support communication in the workplace with people who have communication access requirements. It should not be relied upon in relation to employment law matters - independent advice should be sought.