

# MODULE 4 — Inclusion Infrastructure & Risk Planning Toolkit

## Operational Planning Framework for Accessible & Inclusive Events

This toolkit translates inclusion into measurable operational planning. It provides structured frameworks for budgeting, sensory environment design, risk assessment, and preventive action monitoring — ensuring that accessibility is embedded into every stage of event delivery, not treated as an optional add-on.

Designed for event organisers, accessibility officers, and institutional planners, this document supports the development of genuinely inclusive events through evidence-based, governance-ready tools.

### Project Reference

2023-RO01-KA220-ADU-000156918

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DIAGNOSTIC TOOL

SUSTAINABILITY + INCLUSION

SELF-ASSESSMENT

KULTINCLUSION PROJECT



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# 1. Accessibility Budget Planning

Inclusion must be structurally integrated into event budgeting, not added as an afterthought. A dedicated inclusion budget signals organisational commitment and enables consistent, dignified access for all participants. Allocating between 3–7% of the total event budget to accessibility measures is considered best practice within inclusive event governance frameworks.

## Section A — Budget Allocation

<p><b>Total Event Budget</b></p> <p>€ _____</p>	<p><b>Suggested Inclusion Allocation (3–7%)</b></p> <p>€ _____</p>	<p><b>Actual Inclusion Amount Allocated</b></p> <p>€ _____</p>
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## Section B — Planned Accessibility Measures

Complete the table below for each planned accessibility measure. Assign priority levels (H = High, M = Medium, L = Low) based on participant need and legal obligation. Confirm funding source and status prior to finalising the event plan.

Measure	Estimated Cost (€)	Priority (H/M/L)	Funding Source	Confirmed (Y/N)
Ramp rental				
Sign language interpreter				
Captioning service				
Quiet area setup				
Volunteer accessibility training				
Accessible signage				
Additional measure: _____				
Additional measure: _____				

### Reflection — Budget Integration Check

Is inclusion integrated from the planning phase? Or is it dependent on leftover budget? Review whether each measure above was included in the original budget proposal or added reactively. A governance-ready inclusion plan ensures accessibility costs are visible, approved, and protected from late-stage cuts.

## 2. Sensory Environment Planning

Not all barriers are physical. Sensory design reduces invisible exclusion for participants with autism, sensory processing differences, anxiety, or acquired neurological conditions. A proactive sensory audit of the venue ensures that the event environment is navigable, predictable, and manageable for all attendees.

### Step 1 — Venue Layout Sketch Area

Use the space below to sketch or annotate your venue layout. Mark zones as indicated in the checklist beneath. This map should be completed during the site visit and reviewed by the accessibility lead before the event.

#### Venue Layout Sketch Area

*Draw or annotate your venue plan here. Indicate entrances, stage, toilets, food zones, exits, and all relevant areas listed in the checklist below.*

#### Mark on the Map:

- High noise zones
- Bright light zones
- High crowd density areas
- Narrow passages or pinch points
- Emergency exits
- Potential quiet / calm zones

#### Additional Notes:

### Step 2 — Sensory Risk Evaluation

Assess each area of the venue for sensory risks. Rate severity as Low, Medium, or High and describe the planned mitigation strategy. Where severity is rated High, immediate action is required prior to the event.

Area	Risk Type	Severity (Low / Med / High)	Mitigation Strategy
Main stage			
Food zone			
Entrance			
Queue areas			
Other: _____			

### Step 3 — Calm Space Planning

Every event should designate a dedicated calm space for participants who require sensory relief. Complete the fields below to document the calm space specification. This information should be included in participant communications and accessible venue guides.

<b>Location</b> _____ _____	<b>Distance from Main Stage</b> _____ _____	<b>Lighting Type</b> _____ _____	<b>Sound Insulation Method</b> _____ _____
<b>Signage Clarity</b> _____			

# 3. Inclusion Risk Assessment

Anticipating human and structural barriers prevents crisis situations and reputational damage. A systematic inclusion risk matrix enables event planners to assign accountability, prioritise interventions, and document their due diligence. Complete this assessment during the planning phase and review it no later than two weeks before the event.

Risk Scenario	Likelihood (L/M/H)	Impact (L/M/H)	Preventive Action	Responsible Person
Blocked wheelchair route				
Interpreter visibility issue				
Inaccessible ticketing process				
Volunteer unprepared for disability-related requests				
Emergency evacuation gap for mobility-impaired participants				
Additional risk: _____				
Additional risk: _____				

 **Governance Alert — High Priority Risks**

**Risks rated High Likelihood AND High Impact require immediate intervention.** These must be escalated to the event director and resolved prior to the event date. Document the resolution action, the date completed, and the name of the responsible person. Do not proceed with delivery until all High/High risks have been addressed and signed off.

## Risk Review Sign-Off

**Completed by**

Name: \_\_\_\_\_

Role: \_\_\_\_\_

**Review Date**

Date: \_\_\_\_\_

Next review: \_\_\_\_\_

**Approved by**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# 4. Priority Actions & Monitoring Plan

Select three structured inclusion priorities for the next edition of this event. For each priority, document the specific action, budget allocated, the individual accountable, and the measurable success indicator. This plan should be reviewed at post-event evaluation and carried forward into the planning cycle for the following edition.

1	2	3
<p><b>Priority 1</b></p> <p><b>Action:</b> _____</p> <p><b>Budget allocated: €</b> _____</p> <p><b>Responsible person:</b> _____</p> <p><b>Success indicator:</b> _____</p> <p><b>Progress notes / evidence:</b></p>	<p><b>Priority 2</b></p> <p><b>Action:</b> _____</p> <p><b>Budget allocated: €</b> _____</p> <p><b>Responsible person:</b> _____</p> <p><b>Success indicator:</b> _____</p> <p><b>Progress notes / evidence:</b></p>	<p><b>Priority 3</b></p> <p><b>Action:</b> _____</p> <p><b>Budget allocated: €</b> _____</p> <p><b>Responsible person:</b> _____</p> <p><b>Success indicator:</b> _____</p> <p><b>Progress notes / evidence:</b></p>

## Post-Event Monitoring Review

Priority Action	Outcome Achieved (Y/N/Partial)	Evidence / Notes	Carry Forward to Next Edition (Y/N)
Priority 1			
Priority 2			
Priority 3			

**Proactive inclusion reduces risk and increases trust.** This toolkit supports continuous improvement across event editions. Retain completed copies for institutional records and quality assurance reporting. Reference project 2023-RO01-KA220-ADU-000156918.