



How to make sure everyone is included in your Fun Palace

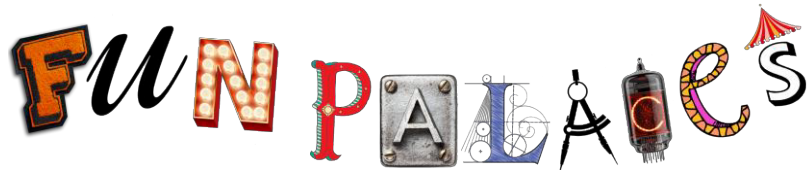
Talk to people, make contact with local branches of Scope, Mencap, Age UK, activists and those running activities or taking part in activities around you. If you are able-bodied make sure to speak to people living with health conditions, disabled people, deaf/Deaf people what they'd like to be able to do activity wise, and if you're in a building - what they might like from a building.

Be radically accessible – pay attention to inclusivity from the start - make work and activities for that others can join in. Could you ask a local sign language student to interpret for you on the day? Could they teach others at your Fun Palace to sign simple things? Can you find someone who could pick people up in the local area who would find public transport difficult to navigate? Pro-actively and radically accessible:

- Have you thought about making work for and with specific groups, or handing over for those groups to make for others? For example, reminiscence games, gardening, and music activities can be [incredibly beneficial for dementia sufferers](#).
- The community around [Enabled By Design](#) list things that make their lives better/more fun, from [Wheelchair costume making](#), to [hacks around everyday life](#) to make tasks easier, better, and more simple.
- Mencap have a good guide on [welcoming people with a learning disability to your venue](#) and [communicating with people with a learning disability](#)
- Age UK wrote a great blog for us '[Five Top Tips for Making a Fun Palace With and For Older People](#)'
- Voluntary Arts also have some great resources including [Events Checklist: disability and access](#), [Creating a welcoming environment](#) and [Welcoming people with a learning disability](#)

One often forgotten and easy to adapt thing is your print – from signage to programme notes, often they're trying to squeeze too much in and therefore using a much too small font size. Think about where signs are placed, about the font type and size in handouts, and produce a large print version for those who might prefer or need it. There's a quick [guide from the Sensory Trust on font types and sizes here](#) and some great resources on the [Sign Design Society here](#)

Likewise there are **standards that websites should follow**, which are brilliantly [summarised here](#) by South Bank University, and small things can make a big difference – such as adding descriptions to key [image's 'alt' tags](#) so that screen readers can describe them.



There are also useful guidelines for online and offline content from the [British Dyslexia Association](#).

If you're producing video content and uploading it, then **YouTube have a simple closed captioning feature** that will mean you can caption everything you upload – everyone should be aiming to do this, and there are [really clear instructions here](#).

Finally, try to be clear about how accessible your venue is – the Fun Palace pages allow you to list certain technologies that might be available, but you can also explain more about how people can access the building/Fun Palace – as well as invite people to contact you if they have specific requirements you could adjust for. And check the basics; check for accessible toilets, wide corridors, good lighting, clear signage, tables that wheelchairs with arm rests can fit under, seating for those who cannot stand for long amounts of time; does it have a hearing loop? Ramped access? Could you hire a ramp or hearing loop system for those with hearing aids, or ask a hearing loop or ramp provider to donate a system/ramp for the day of the Fun Palace?

The key thing is to actively think about how others access your activities, building, print, and online materials. A small amount of thought and time on your part will make a huge difference for someone else. And remember to delegate if you can – find someone with time to look after this one job, ask around if there are any occupational therapists, or teachers specialising in SEN, or health and social care professionals in your networks who will know this already, and might be willing to help you out. Above all, try to remember that Fun Palaces are about making *with* rather than *for*.