

# Inclusive checklist

## Remember 'The 5 A's'

1. **Anticipate**
2. **Ask**
3. **Assess**
4. **Adjust**
5. **Advocate**

## Pre-Production/Casting

- ☑ Ensure producers, heads of departments and casting state on all documents and information used to source cast/crew that they encourage cast/crew with disability to apply for the role.
- ☑ Check that that all documents and information that are created and used by production uses inclusive language and is in an accessible format. Such as:
  - Documents are available in an electronic format.
  - Has a minimum of 12pt font.
  - Uses plain english (language that is easy for everyone to understand).
  - Has a good colour contrast (e.g., black font on white background).
- ☑ Ask **all** cast and crew if they have any reasonable adjustments and would like to submit an access rider.
- ☑ If reasonable adjustments are requested, ensure that relevant information is disseminated or escalated (in a manner the individual consents to). This will ensure that reasonable adjustments can be implemented before filming commences.
- ☑ Secure funding in advance for reasonable adjustments. Ensure that it is available in the budget or contact the EAF (Employment Assistance Fund).
- ☑ Ensure that all sets, locations, offices, and studios are accessible to all crew and cast, and support the needs of people with disability.

## Filming

- ☑ Make it clear to call cast and crew at the start of filming that they will be working on an inclusive set. Communicate that they are expected to have an inclusive attitude, and they must be respectful of everyone - including people with disability. If they have any questions they can talk to their heads of department or escalate them to the production office.
- ☑ Regularly make your expectations of disability inclusion clear for everybody working on the production. Always challenge assumptions, misconceptions, and unconscious bias.
- ☑ Ensure all cast and crew use inclusive language.
- ☑ Consistently check in with people with disability to ensure their needs have been met, are still fit for purpose, or if they need any further assistance.

## Post-production

- ☑ Ensure the final product is accessible i.e., has audio description.
- ☑ Ask for feedback from people with disability to identify what can be improved in the next production.

