

Things to find out about in Arts venues

Seminar groups have suggested the following items be built into a proforma for visiting arts venues:

What activities are available?

- *What is on offer? What equipment is available?*
- *What happens when? Future events? Is irregular attendance OK?*
- *Is this group involved in a wider organisation, locally, regionally or nationally? What links are there with other establishments? What is the reputation of the service?*
- *Comfort and quality of the service.*
- *Cultural and gender-specific provision. Multicultural events?*
- *Catering and rest areas. Can I take a break for a coffee or a holiday?*
- *What opportunities are there to participate? For example, will I be able to exhibit my work here? Can I just watch? Can I help run the group?*
- *What is the end result of participation? Are certificates awarded?*

What support arrangements are in place?

- *Name and address of the contact person*
- *Their own health and safety policy – first aider, are fire exits adequate, protective clothing and materials. Could I get help with doors or lockers?*
- *Location: Where is the facility? Is it on a public transport route? Is there parking and is it adequate?*
- *Accessibility – transport, ramps, WC, aids and adaptations (such as loop systems), size of rooms, any curbs or pavements that restrict access? Are the café, toilets, smoking and breaks spaces accessible?*
- *Support - Is support on offer? Is it sustainable? Can I bring a friend?*
- *Information - What brochures and other literature is available? Is it clear and up to date? Large print, Braille, community languages. Website?*
- *Attitudes – is there good customer care for everyone or a culture of neglect or even violence? Do they understand about support? Are people having fun? Does it feel welcoming?*

What do I have to do to participate?

- *What does the activity cost and what concessions are available for the person or support people? Hidden costs, such as paying for materials or 'compulsory' raffle tickets?*
- *Is the group open group to newcomers or occasional attenders?*
- *Level of group e.g. novices or a wide range of ability.*
- *Size of groups and the characteristics of participants.*
- *Are any specific equipment, materials or clothes needed to participate?*
- *Who would help me join? How easily could I leave at any given time?*
- *Do they encourage people to join in with mainstream classes?*

Administration

- *Name and contact details of the person who completed this form.*
- *Date of the visit.*