**Artist’s Access Rider Template**  
  
We've drafted a template of what an artist's access rider could look like in written form. You may need to use a format that is accessible to you such as a video or audio. And of course, this is just a starting point. Tweak it to something that works for you.

This document contains:

1. **An example of an access rider** with various headings to consider and examples which could be included or adapted
2. A sheet for thinking about **access in different areas of your work**.
3. A **blank template** for you to adapt

Take your time and use the advice here to support your process.

[Artist Access Statements - LITTLE COG](http://www.littlecog.co.uk/artist-access-statements.html)

**Example Access Rider**

**Your Name**    
**Disability Access Rider**  
   
**A paragraph for context**  
   
I have created an access statement to ensure that as a disabled person my working environment and the processes and practices I encounter are accessible and barrier free. Please let me know if you need further clarification on any of the information I'm sharing with you. Please note that it is not appropriate to ask questions about medical conditions, symptoms or why I have included a particular requirements. Questions can relate to more details about the specific requirements I have and how to achieve them.  Please do also let me know about any potential problems (eg the layout of a building) that you can see may present a barrier so that we can discuss it further. Please keep the information confidential until we have discussed who we think it will need to be shared with. Here is a link to the social model of disability which may help explain why this is important. [It is up to you how much information you wish to include, and whether you think there is other reading that will help the recipient have more context and therefore a better understanding]  
   
**My requirements**  
   
You could give a general overview of yourself and some of the barriers you have experienced, or the requirements that you have.   
   
**Travel and Accommodation**

* My mobility means that I require a taxi to get from place to place
* First class train travel is required
* Depending on the time frame of an event, I may need to travel the day before and stay in an accessible hotel to be properly rested and prepared for the event.
* I require wheelchair accessible accommodation with completely level access, a lift and describe the kind of bathroom that is accessible for you.

**Meetings**

* I require a clear agenda at least two days in advance
* BSL interpreter
* Captioning on zoom

**Communication and Information**

* I require written documents in large print / easy read / audio
* My preferred method of communication is email and zoom rather than telephone or texts
* Please don't send me emails with ambiguous content which may be triggering
* Please don't send problem solving requests at the end fo a business day, and especially not on a Friday evening

**Digital Options and 'hybrid' practices**

* If you are someone who has been shielding, or who may need to shield during the project, be clear about requiring digital options for delivery and involvement, eg through video conferencing
* Think about what else this might mean for you and any other barriers which may be in place as all covid restrictions are removed.

**Installation of exhibitions**

* My access assistant will be with me or you need to provide an access assistant
* Agreements in advance

**Events**

* Information of expectations well in advance
* Step free access to the venue

**Time Frames**

* Regular working hours – I require regular working hours and am unable to stay late or work longer hours during production week
* I need regular breaks in a quiet space

**Working practices**

* No last minute changes
* No ambiguity of communications
* Clear agreements and timeframes
* Avoid overwhelming information or events

**Online Working**

* Time limited meetings with rest breaks
* Clear meetings agenda in advance
* Captions for meetings

**Budgets**

* If we are fundraising together, we will need to include access costs
* You can mention here if you are in receipt of access to work support (many people are not so don't be put off by that)

**Making the work accessible to everyone**

* You might wish to talk about, or insist upon, the work created, being accessible to audiences with BSL, captions, audio, audio description etc.
* You might want to talk about how audience and participants engage accessibly with the organisation without becoming their free educator.

**Contracts and Accountability**

* Our contract will need to be discussed with my access requirements included, clearly stating who will cover the costs and what accountability process is in place
* I require a contract in plain English
* I recommend having a named person to be available to review with me whether my access requirements are being met.
* We need to agree payment levels in the case of cancellation and postponement

**Additional notes**  
   
If you think these are useful to include – use your experience to guide you and remember this is about other people meeting your access requirements (it is empowering and not a sign of weakness)

* There can be some variations in my condition you should be aware of and which we need to factor in.

* My energy levels can fluctuate day to day / week to week so it is essential to have a balanced and well planned workload, with plans in place should things change.
* You may wish to include other useful links here.

**It might help to think about the different forms your work takes eg and sketch our or ‘mind map’ notes for each**

Workshops

Panel Talks

Online working

Performances

Exhibitions

**Your Blank Template**

**Your Name**    
**Disability Access Rider**  
   
**A paragraph for context**  
 

   
**My requirements**  
 

**Travel & Accommodation**

**Communication and Information**

**Meetings**

**Digital Options and 'hybrid' practices**

**Installation of exhibitions**

**Production week In Theatre**

**Events**

**Time Frames**

**Working practices**

**Online Working**

**Budgets**

**Making the work accessible to everyone**

**Contracts and Accountability**

**Additional notes**  
 