

How to use this document:

1. Please write into the text boxes
2. Text outside of these boxes can be used as a set template
3. Your own details can be inserted in the *grey text*
4. Alexandrina's examples and suggestions are written in italics
5. Write into this document in 1st or 3rd person

NAME of Creative Freelance Practitioner

ACCESS RIDER

ONE sentence giving a brief description of the document:

e.g. This document has been formed to help project partners, venues and collaborators understand how they can support NAME with regards to their access needs.

DATE of DOCUMENT

having a date ensures you can update and keep track of access rider versions

This is a live document and part of an on-going process for NAME and any other creative team members (e.g. producer, support worker, job aide, personal assistant, access assistant)

Contents

Below are the headings I suggest and use. I have tried to frame professional contexts into their particular settings. Add and subtract information specific to your needs, disabilities and/or long term health conditions.

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About this access rider

To support access requirements while working as an artist, NAME of PRACTITIONER requires the following. Each request helps to enable NAME of PRACTITIONER to ensure they can contribute to their artistic projects safely and complete the work agreed.

Definitions

Briefly list your disabilities and/or long term health conditions.

NAME has/experiences the following:

- **Condition** - description.
- **Condition** - description

Then give any further day-to-day details about your condition(s)

N.B. This section is contentious as it can over emphasise the medical model of disability and create a sense that access needs can only be justified through detailing diagnosis (which may not be accessible in the first place). Some access riders include these details, others do not. I have kept this section in as an offer but simultaneously, quite keen to take it out.

Travel

General Travel

Describe what travel arrangements you need the venue to make and if they need to contribute or cover any costs (e.g. taxis)

- *Say if, when and how you can use public transport options and if/when you cannot.*
- *Say if you are travelling with a support worker driver or travel buddy.*
- *If the venue is booking public transport, note here any requirements - e.g. quiet coach, forward-facing seat.*

Wherever possible, clear directions to venues, car parks , and accommodation needs to be given at least [XX] weeks in advance.

If your travel needs vary depending on symptoms, then communicate this here also. E.g. There may be occasions where NAME needs to take taxis door to door instead of public transport to minimise anxiety. This needs to be considered in terms of budgeting and will be addressed by the production team if we are requesting financial support from the venue.

Travel Outside of Local Location (e.g. outside of the place you usually work)

Say here if any additional arrangements need to be made due to travelling longer distances than usual.

e.g. do you need to travel separately to work days for rest (If starting on Monday, travel happens on a Sunday, if a residency finishes on a Friday, travel happens on a Saturday)

Also, note if a touring performance finishes late, are you able to travel back that day or do you need an additional night for rest and travel the next day?

International Travel

Say here if any additional arrangements need to be made due to travelling internationally,

Do you need extra days after longer travel periods before project start dates?

e.g. If I am travelling internationally, I need at least XX number of recovery days before starting work

Accommodation

Describe the things you may need and request here

These could include:

- *A quiet, private bedroom or one-bedroom apartment is required within XX minutes from the venue. Specify if a hotel, shared property, private Airbnb etc. is needed. Any*

physical access needs to be required for accommodation, e.g. lift, ramp, number of steps, bungalow, stairs, no spiral staircases etc.

- *Any support necessary from the venue/partner organisation/workplace to communicate where the accommodation is and if you have arrived there safely.*
- *Any requirements around the venue/partner organisation/workplace arranging late check-outs (e.g. after evening performances)*
- *If you will be travelling with anyone else (e.g. a support worker, carer or access assistant), detail what accommodation arrangements need to be made for them (e.g. adjoining hotel rooms or 2 bed rented accommodation so that they are fully supported).*

Meetings, Rehearsal Spaces and Quiet Spaces

Note here any working conditions or arrangements that need to be in place for you to work , including any rest or quiet space requirements.

E.g. a quiet rehearsal space without mirrors or if meetings can be mindful of many voices talking over one another, no/minimal fluorescent lighting

E.g. If possible, a quiet private room where they can lie down, with blanket/cushions needs to be provided. If this is not possible then a quiet, private room/quiet space with a comfy chair, blanket and cushions. NAME can also bring cushions/yoga mat if given notice.

E.g. The venue offering a tour of the venue and that quiet room are clearly signposted

E.g. Sending a clear overview and schedule of the day well in advance of commencing work

Note if you need any lighting arrangements or noise arrangements here (ear protectors etc.)

Also, note how far away the quiet room needs to be from your main room of work. I have had examples where the quiet space is too far away (or up too many stairs) from the rehearsal room for me to get there.

Photography/Filming

Note your conditions for any photography and filming

E.g. Please consult [NAME of Freelance creative practitioner, their producer or their support worker] in advance regarding filming and photography and with as much notice as possible as it may not always be possible. Please be mindful of asking for selfies, etc. after events.

Rehearsals, Residencies and Performances

Note your working hours and other needs during a working day.

- *NAME can work XX days a week for XX hours at a time ideally from [start-end times].*
- *A full lunch hour is needed.*
- *Regular breaks*
- *Offer non-alcoholic drinks during residencies/rehearsals and in dressing rooms.*
- *Need help/unable to lift or carry heavy things (e.g. technical rehearsals and get ins)*

Contracting

This document will be available prior to booking along with any technical riders (if applicable), and contracts should be drawn up taking both these documents into consideration.

Please add the following additional clause into any letter of agreements and contracts:

Additional Clause:

[Name of Venue or Partner Organisation] has read the Access Rider provided, and is committed to providing necessary measures to ensure that this engagement is accessible and suitable for you. [Name of Venue or Partner Organisation contact] will be your main point of contact throughout the engagement, leading on the arrangement of these measures.

If you choose to have the partner venue/organisation sign a copy of this access rider alongside any letter of agreements or contracts, then request this condition here.

Note clauses of contracts and challenge any sections which place financial responsibility/losses arising from any need to cancel or not complete work with you.

Costs

If you need support costs covered financially by the organisation then ask for these here.

These may include:

- Support worker/access worker/assistant day rate - give the rate of pay
- Support worker/access worker/assistant travel and accommodation
- Project-specific equipment to make the work accessible while you are working on the project that you need to purchase

Marketing

Wherever my name is listed on your website or any marketing material, the access information for the event/building should be listed, e.g. wheelchair access, sign language interpreters, quiet spaces, audio induction loops, guides in alternative formats and audio descriptions.

Contact Points

Name of the person who the venue can speak to about your access rider and arranging access requirements

Telephone

Email

Emergency Contacts

Give 2 emergency contacts here

Name

Telephone

Email

Name

Telephone

Email

Further Reading

Include any weblinks you feel to around your condition(s) and/or disability, access and race or disability justice that feel relevant to you and the ethics of how you work.