

Checklist for information to support people with dementia attend your activity

Initial invitation

Information about me form (to RSVP with needs)	<input type="checkbox"/>
Invitation letter or poster	<input type="checkbox"/>

Travel arrangements

Train times	<input type="checkbox"/>
Train booking reference	<input type="checkbox"/>
Taxi booking details	<input type="checkbox"/>
Bus times	<input type="checkbox"/>
Bus stops	<input type="checkbox"/>
Contact details of the taxi company	<input type="checkbox"/>
Full address of venue including post code	<input type="checkbox"/>
Photos of outside and inside of venue	<input type="checkbox"/>
Directions	<input type="checkbox"/>
Map	<input type="checkbox"/>
*Nearest station	<input type="checkbox"/>
Travel expenses and offer of help claiming them	<input type="checkbox"/>
Does the person need meeting at the station/bus stop?	<input type="checkbox"/>

Accommodation

Hotel details (full address, photo of what to expect)	<input type="checkbox"/>
Booking reference	<input type="checkbox"/>
Meal expenses/meals included	<input type="checkbox"/>

Event details

Time of event – start and finish	<input type="checkbox"/>
Venue – address / map	<input type="checkbox"/>
Purpose of the event	<input type="checkbox"/>
Quiet space	<input type="checkbox"/>
Contact names / numbers on the day	<input type="checkbox"/>

Pre-event information about what will happen on arrival

Who will meet them?	<input type="checkbox"/>
What are they expected to do on the day?	<input type="checkbox"/>
How much time will it take?	<input type="checkbox"/>
Who else will be there?	<input type="checkbox"/>
How many people will be there?	<input type="checkbox"/>
Whether/Where there will be a quiet area if they need to take a break before or during the activity	<input type="checkbox"/>

Additional needs/Reasonable adjustments

Action taken to meet all needs identified in Information about me form (for example dietary, large print, prayer space, induction loop or sign language interpreter) and person with dementia has been informed about this.	<input type="checkbox"/>
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*Check and advise about whether the station has level access – this can be helpful for wheelchair users and people with balance and co-ordination difficulties.