Hello! This is a template of Creative Dundee's access rider form.

We've shared this template to show how access riders are one of the ways Creative Dundee can better support the people we work with.

Please feel welcome to use this document as a guide for creating your own access rider. It can help you think about the things that help you feel supported and comfortable, and of how you can share this information with others.

You can find more about access riders on our website. If you have any questions about this template or access at Creative Dundee, please email jen@creativedundee.com.

The wording in this template is based on a digital form that Creative Dundee shares directly with people we work with that invites people to create (or send an existing) access rider. We've rephrased some of the prompts so that they can be used in a more general way.

This template has five sections:

1. **Introduction**
2. **My access needs**
3. **Access-related costs**
4. **Emergency information**
5. **Anything else you think someone should know?**

These sections are a suggested guide – you don't have to include all of them in your access rider.

You could create your access rider as a digital document, an audio recording, a video or however else you feel most comfortable sharing this information.

You can describe anything as informally as you like, and you could include intersecting needs to help someone better understand how to support you. You should not be expected to share diagnoses or conditions – knowing about your needs, rather than medical terms, is what will help someone support you.

To note:
It can take confidence and courage to share an access rider – and those who receive someone's access rider are being entrusted with the information it holds. If you feel uncertain about creating or sending an access rider, we recommend reading Unlimited's guide to creating an access statement or document. It includes things like 'how to have conversations about access', 'examples of people using access riders in different scenarios', and example access riders.

It's also important to state that not everyone wants, or should be required, to use an access rider. They can act as an invitation or prompt to have conversations about, and deeper consideration of, how making things accessible and inclusive benefits us all – but they are not the only way to do this work.

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1. Introduction

Alongside your name, pronouns and how to contact you, briefly introduce yourself to help someone understand what your creative practice/work is and how you work.

You might like to summarise the most important things you'd like someone to know first, which could include describing or disclosing anything that you think is relevant if you wish to, and how this, and/or the barriers you experience, affects you and how you work. You can go into more detail in the next section of the form.

This could also be where you note any permissions on who can have access to your information.

2. My access needs

Here you can note any needs, adjustments or information that can help someone make sure you're as comfortable as possible when you're working together. You can be detailed or brief, and you don't need to justify why you need things. You can also specify whether any points or needs are requirements or preferences.

Ideally, this information would help someone anticipate and communicate with you about whether or not they can meet your requirements and, if not, what possible

accommodations can be made so that you can make an informed decision about working with them.

You can use the below prompts to help break down the information you could share, or alternatively you could write a short paragraph that covers everything you want to include if you prefer. Some of these suggestions may not apply to you, and they do not cover everything that could be included.

Prompts:

- **Communication** – how you prefer or prefer not to communicate; how you best process instruction; ideal times to catch up; format of printed written information; or things that make communicating harder or easier for you.

- **Project preparation and management** – schedules; support with setting priorities or expectations; deadlines; check-ins; managing sudden change; contingency plans; or receiving information and resources in advance.

- **Travel** – type of transport; parking; walking distances; duration of travel; support with directions; or accommodation requirements.

- **In-person meetings, events and activity** – step-free/level access; temperature, lighting or sound levels; seating preference; access provision for participants; room to manoeuvre; length of meeting/event; or frequency/duration of breaks.

- **Online meetings, events and activity** – digital platform preference; use of camera/video; accessing presentations or visual/text/interactive resources; closed captions; length of meeting/event; or frequency/duration of breaks.

- **How to share information about you and your work** – whether you want particular terminology to be used when introducing and referring to you and your work; or whether you wish to supply specific biographies or information to be used.

- **General adjustments and support for comfort** – quiet rooms; time to rest; sensory requirements; fluctuating needs that may vary day to day, or throughout the day; collective awareness of stimming; flexibility around caring responsibilities; allergy information; use of face masks; provision for assistance animals; or accompaniment of a friend, interpreter or support worker.

3. Access-related costs

You can use this section to share any needs, circumstances, equipment or support that might or will have access-related costs in order for you to be able to work with

someone (for example: travel or childcare expenses; support worker fees). The purpose of sharing this is to help someone anticipate and discuss with you whether or not they are able to pay for or contribute towards these costs, and it can also help with considering budgets and funding applications.

You might write short paragraphs that describe the things you experience/need that have access-related costs, or you might write in a list format. You could include monetary value (known or estimated) if you wish to, but you do not need to outline this. Unanticipated costs may also come up during a project, so don't feel like you need to outline every possibility.

4. Emergency information

Let someone know what they should do, or what they should not do, in case of an emergency. You can also share an emergency contact here if you'd like to.

5. Anything else you think someone should know?

This is space to include anything you haven't covered in other sections – such as any relevant reading or resources that might be helpful for someone to look at and learn from – but it's also okay if you feel you don't have anything further to add.

Creative Dundee centres creative practitioners and communities as powerful catalysts for collective good. We facilitate collaboration, nurture collective leadership and support people to imagine and act together to benefit our communities and place.

Find out more about our work at creativedundee.com.

Creative Dundee is a registered charity and social enterprise, supported by funding from Creative Scotland and Dundee City Council.

Illustration: Katriona Gillon