Checklist for External Noticeboards and Signposts

Noticeboards and signposting are really important ways of helping people to find your church buildings, particularly if the buildings are not instantly obviously or set back from the road or pavement. Consider how easy is it for people who are driving or walking past to see the information on your notice boards and other signage, bearing in mind that they might not already know it.

Thinking of people who have visual impairment, notices and signage need to be printed clearly with sharp colour contrast (black or a very dark colour on white or a very pale colour, or the reverse).

The more concise you can make them, the less text you will need, and the clearer they will be. This is also helpful for people with learning disabilities, and for busy people who are rushing by, and who may not be able to give everything their full attention.

Is the route into the church building clearly signposted, especially if not all entrances are accessible?

Here is a checklist of things to bear in mind when thinking about noticeboards and signposting.

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| Item to Consider | Action Taken (Y/N) |
| How easy is it to see information about the Church and its services? |  |
| How easy is it to see if you are driving by? |  |
| How easy is the signage for people with visual impairment to read? Is the writing large enough to be clear? |  |
| Is there clear signage to help someone with a disability find the car park or appropriate route to the church building? |  |
| Does signage include contact information with full STD dialling information as some people will wish to discuss whether the building is suitable for their needs? |  |
| The placing of signage is important - is it likely to be obscured by street furniture, parked cars, trees, etc?  Have you made sure it is not in an area of shadow?  Is it made from weatherproof material which will retain legibility long term - e.g. will it fade in the sun?  Is it on or behind a highly polished or reflective surface, which will reflect the glare of the sky and obscure the text?  Is it well-lit?  Are free-standing signs placed so as not to present an obstacle to movement (particularly important to the visually impaired)? |  |