

## To ensure your record meets the new accessibility requirements (from September 2020)

### Title

Give your service or activity a short title that will be meaningful to members of the public, and don't use the same title for multiple listings.

### Description

Give a short description of your service/activity using plain English.  
Do not use shortened forms. Use "and" (not &) use "for example" (not eg)  
Do not add colours, bold or other formatting

### Date and Time

Add such as  
Monday to Friday 9:00am to 6:00pm  
Or Monday 1 June 10:00am to 12:00pm

### Age Range

Add in the age such as "0 to 2 years"

### Other details

Add brief details in all the relevant boxes.

### Images and files

Add relevant images, logos and files.

Files must be less than 10MB and we recommend that your image is at least 500 by 500 pixels in size. Give your image or file a meaningful short title (alternative text) and ensure any documents (including pdfs) comply with the same requirements as the rest of the record.