

# CHECKLIST

## Travel Access Guide

### Checklist to create an effective Transport Access Guide:

- What is the main purpose of this guide? (To provide staff with travel information, promote active transport, limit parking, etc).  
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- Which facilities or areas will be covered?  
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- Which organisations will be involved?  
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- Will the information be for staff, students, visitors and suppliers?  
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- Are there any special considerations to consider?  
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- How often will updates be required?  
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- Will TAGs be required in multi-lingual format?  
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- Are TAGs for web only, printed or for poster display on signage infrastructure?  
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- When are the key implementation dates?  
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- Do you have site plans outlining key facilities?  
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- What mapping considerations are to be included?  
(campus map, local area map, radiating map, regional map and stat map).  
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- What imagery do I have access to, do I need to organise a photographer?  
Do I have appropriate and approved images I can use?  
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- What is our involvement in the proofing process, it is your responsibility to seek necessary approvals?  
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- Do you have web requirements for accessing compatible information online?  
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- How will they be distributed?