



Checklist for Assessing Accessibility

Please type or print clearly

Name of Organization _____

Address _____

City _____ FL _____ Zip _____

Telephone _____ TTY _____ Video Phone _____

Fax _____ E-Mail _____ Website _____

Contact Person Name _____ Title _____

Telephone/TTY/Video Phone _____ E-Mail _____

Date *Checklist* Completed _____

➤ **Please check the artistic discipline(s) of your organization:**

- | | |
|--|--|
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Multidisciplinary |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music |
| <input type="checkbox"/> Interdisciplinary/Performance Art | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Media and film | <input type="checkbox"/> Other _____ |

➤ **Please check the primary activities of your organization:**

- | | |
|---|--|
| <input type="checkbox"/> Arts Center | <input type="checkbox"/> Performance Facility |
| <input type="checkbox"/> Arts Service | <input type="checkbox"/> Performance Group |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Performance Presenter |
| <input type="checkbox"/> Gallery/Exhibition Space | <input type="checkbox"/> Literary |
| <input type="checkbox"/> Museum | <input type="checkbox"/> Other _____ |
| Museum and Gardens | _____ |

The following questions ask you to consider a wide range of accommodations that can be implemented. This does not represent a list of legally-required accommodations.

ACCESS TO FACILITY

➤ **Is the entryway accessible to people with limited mobility (*i.e., people who use wheelchairs, canes, crutches, walkers or are unsteady*)? Does the facility have:**

- | | | | |
|------------------------------|-----------------------------|------------------------------|------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Ramp |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Hand railings on ramps |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A | Steps |

- Yes No N/A Hand railings on steps
- Yes No N/A Doors which open easily (*are lightweight, require minimal pressure*) or automatically
- Yes No N/A Entrances at least 36" wide

➤ Is the entryway accessible to people with visual impairments (i.e. low vision, blind)? Does the facility have:

- Yes No N/A Large-print signage
- Yes No N/A Well-lighted
- Yes No N/A Braille and raised lettering on all signage

➤ Is the entryway accessible to people with hearing impairments (i.e. hard-of-hearing, deaf)? Does the facility have:

- Yes No N/A Buzzer door
- Yes No N/A If Yes, is there a visual entry code (*flashing light*)?

➤ Is patron parking available? Does the facility have:

- Yes No N/A Designated "Accessible Parking" with signage and required clearance
- Yes No N/A A portion of the "Accessible Parking" designated for vans
- Yes No N/A Clear passage to entry (*i.e. smooth and level surface, ramps which have a grade of no more than 1" in every 12", curbscuts, etc.*)

➤ Is the interior space accessible to people with limited mobility? Does the interior have:

- Yes No N/A Ramp
- Yes No N/A Hand railings on ramps
- Yes No N/A Steps
- Yes No N/A Hand railings on steps
- Yes No N/A Firm, smooth, level floor surfaces
- Yes No N/A Elevators
- Yes No N/A Chair lifts
- Yes No N/A Doors which open easily (*are lightweight, require minimal pressure*) or automatically
- Yes No N/A "Accessible Restrooms"
- Yes No N/A Integrated and dispersed wheelchair seating
- Yes No N/A Companion seating (*i.e. standard seating next to wheelchair seating*)

➤ Is the interior space accessible to people with visual impairments? Does the interior have:

- Yes No N/A Large-print signage/labeling
- Yes No N/A Braille signage
- Yes No N/A Braille-marked elevator buttons
- Yes No N/A Raised letter signage
- Yes No N/A All areas well-lighted
- Yes No N/A Is free of hazardous overhangs and protruding objects
- Yes No N/A Abrupt changes in level are clearly marked
- Yes No N/A Designated seating/companion seating

➤ Is interior space accessible to people with hearing impairments? Does the interior have:

- Yes No N/A Visual emergency alarm system

- Yes No N/A Designated seating/companion seating
 Yes No N/A Unobstructed sightline to interpreter(s)

➤ **If your organization tours, what steps do you take to assure that the program is accessible?**

- Yes No Prior to contracting, a site visit is completed to evaluate accessibility, or access questions/an accessibility checklist is completed by the host organization
 Yes No An assurance of compliance with regard to access for people with disabilities is included in the contract
 Yes No If the facility is not accessible, the program is held in an alternate facility that is accessible.

ACCESS TO PROGRAMS

➤ **Does your organization use the following to make its programs accessible and fully integrated to people with visual impairments?**

- Yes No N/A Large-print materials
 Yes No N/A Braille materials
 Yes No N/A Audio-taped materials
 Yes No N/A Audio description
 Yes No N/A Computer disks
Information on website (electronic?)

➤ **Does your organization use the following to make its programs accessible and fully integrated to people with hearing impairments?**

- Yes No N/A Assistive listening devices:
 Yes No N/A a) Infrared
 Yes No N/A b) Audio loop
 Yes No N/A c) FM system
 Yes No N/A Real-time captioning
 Yes No N/A Sign language interpreters
 Yes No N/A Scripts and text of verbal presentations - printed
 Yes No N/A Scripts and text of verbal presentations - on computer disk
 Yes No N/A Captioned audio-visual presentations
 Yes No N/A Oral interpreters
 Yes No N/A TTY

➤ **If organization has TTY or Video Phone, is TTY number Video Phone Information listed on letterhead or promotional materials?**

- Yes No

ACCESSIBLE COMMUNICATION AND OUTREACH

➤ **Does your organization encourage fully-integrated participation from individuals with disabilities in the areas of:**

- Yes No Employment Yes No Staff/guest artists
 Yes No Volunteers Yes No Audiences/participants

➤ **Does your organization publicize its accessibility?**

- Yes No By telephone Yes No On audio cassette tape
 Yes No By TDD Yes No On computer diskette

Yes No In large print Yes No Through the media *(including captioning)*
 Yes No In Braille Yes No Through direct mail
 Yes No On Website

➤ **Does your organization have any paid employees with disabilities? People with:**

Yes No Don't Know Mobility limitations (OK)
 Yes No Don't Know Visual impairments
 Yes No Don't Know Hearing impairments
 Yes No Don't Know Learning disabilities
 Yes No Don't Know Mental disabilities

➤ **Does your organization have any volunteers with disabilities? People with:**

Yes No Don't Know Mobility limitations (OK)
 Yes No Don't Know Visual impairments
 Yes No Don't Know Hearing impairments
 Yes No Don't Know Learning disabilities
 Yes No Don't Know Mental disabilities

➤ **Does your organization have any guest artists with disabilities? People with:**

Yes No Don't Know Mobility limitations
 Yes No Don't Know Visual impairments
 Yes No Don't Know Hearing impairments
 Yes No Don't Know Learning disabilities
 Yes No Don't Know Mental disabilities

➤ **Does your organization have Board or Committee members with disabilities? People with:**

Yes No Don't Know Mobility limitations
 Yes No Don't Know Visual impairments
 Yes No Don't Know Hearing impairments
 Yes No Don't Know Learning disabilities
 Yes No Don't Know Mental disabilities

➤ **Does your organization have a designated staff member responsible for Access and ADA/ Section 504 compliance?**

Yes No Organization has a designated staff person
 Yes No 1. Have they been trained?
 Yes No 2. Do they have a disability?

➤ **Is fully-integrated accessibility a part of your organization's long-range plan?**

Yes No

➤ **Does your organization have a standing committee comprised of community members with a disability that meets regularly to advise on access concerns?**

Yes No

➤ **Check if you would like to receive more information about:**

The Design for Accessibility Handbook *(a publication from the National Endowment for the Arts to help arts organizations understand and comply with ADA) is posted on the NEA website at <http://www.arts.gov/resources/Accessibility/pubs/index.html>*

- Making the Arts Accessible Initiative** *(professional development provided by VSA arts of Florida for cultural organizations. Workshops are available on disability awareness for docents, volunteers and staff, audio description, and program development.*
- Mailing Lists** of organizations which serve people with disabilities for your publicity or audience development efforts.
- Leadership Exchange in Arts and Design**, Annual Conference presented by the John F. Kennedy Center for the Performing Arts

➤ **Is there any other help or information you might need?**

- Tell us a topic for a workshop _____
- Please have someone call me about this specific question or issue: _____
- Other: _____

Please retain a copy of this checklist for your own planning process. Return this checklist to:
VSA arts of Florida
3500 E. Fletcher Ave., Suite 234,
Tampa Fl 33613 - attention Beth Gordon
bgordonvsa@gmail.com

Checklist adapted from the checklist of the Arizona Commission of the Arts and the work of Mary Jane Owen, Director, Disability Focus, Inc., 1010 Vermont Ave, N.W., #1100, Washington DC 20005; and with assistance from Paula Terry, Office of AccessAbility, National Endowment for the Arts

This document is available in alternate formats by contacting Beth Gordon at bgordonvsa@gmail.com or 786-261-6021