

Accessibility Audit: Programs & Services



[A "no" response will indicate issues or areas of concern to be recorded on the Accessibility Plan Worksheet.]

Outreach

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you specifically market to communities of disabled persons? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you include on your press list the newsletters of organizations of/ for people with disabilities? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you include accessibility symbols in your ads and other publicity materials? (See samples on page 23.) | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you offer and advertise (in your materials and at the door) discounted tickets for patrons who are disabled? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there signs in your reception area indicating the availability of materials in alternative formats? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. If your group offers programs at off-site facilities, do you include retirement centers or disability-related organizations or schools? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Publications

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you publish information describing your accessibility services for patrons who are disabled? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, how do you distribute the publication? | | | |
| <input type="radio"/> general mailing | | | |
| <input type="radio"/> special mailing list | | | |
| <input type="radio"/> through disability-related organizations | | | |
| <input type="radio"/> other means of distribution | | | |
| 2. Do you have a procedure for making materials available in alternative formats (Braille, audio tape, large print)? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you include information about your accessibility programs in your routine publications and promotional materials? | N/A | YES | NO |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Transportation

- | | N/A | YES | NO |
|---|--------------------------|--------------------------|--------------------------|
| 1. Is your facility on a public bus route? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you help coordinate shuttle service to accessible bus sites? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you use a transportation service to get patrons to your facility / event? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you solicit volunteers to provide transportation for patrons? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there plenty of room for loading and unloading at your facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are your facility's van sites safe at night (i.e., well-lit, secure, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is there long-term parking for vans near the entrances to your facility? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Personal Assistance

- | | N/A | YES | NO |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are your personnel trained to deal appropriately with people with disabilities, particularly on issues of safety? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you have a policy and procedure for safely evacuating persons with disabilities in an emergency? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have an admissions policy for support people accompanying persons with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do ushers use flashlights to illuminate the floor when guiding people to their seats? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there adequate lighting for reading a program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Program/Visual Arts

- | | N/A | YES | NO |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you offer live or taped descriptive tours of exhibits? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are exhibit labels in high contrast, Braille or large print for visually impaired people? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you offer sign-interpreted tours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you offer sign-language interpretation for lectures held in conjunction with your exhibits? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are aisles between exhibits at least 36 inches wide to accommodate wheelchairs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the floor surface safe for wheelchair users and visually impaired patrons? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are transparent cases raised from the floor to accommodate wheelchairs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are transparent cases low enough for wheelchair viewing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are wall-hung exhibits that protrude more than four inches safe for viewers with canes or guide dogs?
[Protrusions 27–80 inches above the floor are dangerous for viewers using guide dogs or canes.] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are exhibit labels placed horizontally on the outside of cases and 48–67 inches above the floor for wheelchair users? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you encourage visual artists with disabilities to present work in your facilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Program/Performing Arts: Hearing-Impaired

- | | | | |
|---|---------------------------------|---------------------------------|--------------------------------|
| 1. Do you offer advance copies of scripts or synopses to people with hearing impairments? | N/A
<input type="checkbox"/> | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 2. Are assistive listening devices available for some performances of each production? 3. Do you offer sign language interpretation for some performances of each production? | N/A
<input type="checkbox"/> | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 4. Have you established a suitable location for a sign interpreter so that hearing-impaired patrons can see the performance as well as their interpreters? | N/A
<input type="checkbox"/> | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |

Program/Performing Arts: Vision-Impaired

- | | | | |
|---|---------------------------------|---------------------------------|--------------------------------|
| 1. Do you offer audio-described performances? | N/A
<input type="checkbox"/> | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |
| 2. Do you offer Braille or audio-taped versions of your printed programs? | N/A
<input type="checkbox"/> | YES
<input type="checkbox"/> | NO
<input type="checkbox"/> |