

Checkpoints for Access for People with Disabilities

A brief survey tool to document access activities

1. Has the organization conducted an access survey of its facilities and programs at least once during the past two-year period? Yes No
Comments:
2. Has the organization updated its access plan based on the results of the latest survey at least once during the past two-year period? Yes No
Comments:
3. Has the organization offered the accommodation of audio description for any of its public performances/presentations during the last year? Yes No If so, how many? ____
Comments:
4. Has the organization offered the accommodation of ASL interpretation for any of its public performances/presentations during the last year? Yes No If so, how many? ____
Comments:
5. Has the organization offered the accommodation of open captioning (real-time or scripted) for any of its public performances/presentations during the last year?
 Yes No If so, how many? ____
Comments:
6. Does the organization make assisted listening devices available to audience members for its performances/presentations? Yes No
Comments:
7. Has the organization provided any of its print materials (newsletter, printed program, etc.) in an alternative format during the course of the year? Yes No
Comments:
8. Has the organization provided staff/volunteer in-service training on at least one aspect of disability awareness or access to people with disabilities during the course of the year?
 Yes No
Comments:
9. Has the organization had at least one meeting of its accessibility committee during the course of the year? Yes No
Comments:
10. Has the organization created an expense item for access-related costs (interpreters, audio describers, etc.) in its financial chart of accounts? Yes No
Comments:

11. Has the organization had its website reviewed as to its accessibility to people who are blind or have low vision? Do not have a website Yes No

Comments:

12. Does the organization's website contain information describing accessibility and communication accommodation information pertinent to people with disabilities?

Yes No

Comments:

13. Does the organization have an active access committee? Yes No

Is there at least one person with a disability on this committee or as an advisor on its access plan? Yes No

Comments:

14. Is a person with a physical mobility disability easily & independently able to enter the organization's programming space & participate in its program offerings? Yes No

Comments:

15. Can a person with a physical mobility impairment easily and independently use one of the rest room facilities made available to program attendees? Yes No

Comments:

16. Does the organization consider issues of access whenever it takes its programs to an off-site location? Yes No

Comments:

17. (For performance organizations) Can an audience member who does not have a disability sit next to a companion who uses a wheelchair? Yes No

Comments:

18. (For exhibiting organizations) Does all didactic signage (including labels) use sans serif fonts and is a size of at least 18 point? Yes No

Comments:

19. Are parking places visually identified as "accessible" in all of the parking locations the organization informs its attendees through its promotional program materials?

Yes No

Comments:

20. Where and with whom does the organization promote its programs and its program accommodations designed for people with various disabilities?