RALEIGH ARTS COMMISSION
2014-2015 ACCESSIBILITY CHECKLIST

raleigh arts COMMISSION

Applicant Name: _____

Click here to go to Frequently Asked Questions.

With the passage of the Americans with Disabilities Act on July 16, 1990, public and private institutions must be in compliance with legislation designed to reduce the physical and social barriers facing over 49 million disabled Americans. Assessing your present facility, programs, and operations is the first step and will help your organization identify any changes needed. This checklist will help determine your organization's accessibility. It does not include the specifications for physical accessibility that are part of the ADA, and we do not use this information to ensure your compliance. That is your responsibility.

Please indicate the accessibility accommodations and services your organization provides by selecting a choice from the drop-down menu that appears when you click in each box:

PLANNING, IMPLEMENTING, AND EVALUATING ACCESSIBILITY

How does your organization approach accessibility:

Stated Policy or Mission Statement Regarding Accessibility and Accommodations	
Established Access Committee that Includes People with Various Disabilities to Advise on Access Issues	
Established Accessibility Plan	

What was the last date this plan was updated/reviewed? _____

ACCESS TO FACILITY	*How are your facilities accessible?*
Has the federal government's *ADA Checklist for Existing Facilities* been completed for the location(s)?	
Designated Accessible Parking Spaces, with a Clear and Accessible Path of Entry to Facility	
Ground Level or Ramped Entrance to Facility	
Exterior Signage with Directions to Accessible Entrance(s)	
Appropriate Interior Signage for People with Low Vision/ Who Are Blind (large print with high contrast and braille)	
Elevators for Multi-Level Facilities	
Integrated and Dispersed Seating in Assembly Areas for People with Mobility Issues	
Accessible Restrooms (doorways, door handles, sinks, soap and paper dispensers, stall size, door swing,water fountains)	
Accessible Emergency Exits and Audio/Visual Emergency Alarms	
Accessible Box Office, Stage, Dressing Rooms, Exhibit Areas, Display Cases, and Counters	
Accessible Administrative Offices	

ACCESS TO PROGRAMS AND SERVICES

	What does your organization do to make programs and events accessible?	*At how many events were these services provided during the last fiscal year?*
For People with Limited Mobility:		
Host Programs and Events at Wheelchair Accessible Locations		
For People Who Have Low Vision or Are Blind:		
Large Print Materials		
Large Print Labeling with High Contrast		
Braille Materials		
Computer Disks		
Tactile Tours		
Audio Description		
For People Who Are Hard of Hearing or Deaf:		
Assistive Listening Devices		
Real Time Captioning		
Sign Language Interpreters		
Scripts and Text of Verbal Presentations		
Open or Closed Captioned Audio-Visual Presentations		
TTY/TDD		

ACCESS TO COMMUNICATIONS AND PUBLICITY

How does your organization communicate its accessibility:

Fully Accessible Website (including alt tags and captioned audio)	
All Publicity Has Access Information/Accomodations (i.e. press release, media, email, program/brochure)	
Appropriate Disability Symbols Used in All Publicity (both print and electronic)	
Publicize Accessibility through Partnerships with Disability Organizations	
Through Media	
Through Direct Mail	
Through Website	

Who is your organization's accessibility coordinator?

Name: _____

Title: _____

Phone Number: _____

Email Address: _____

Describe any other ways that your organization or your programs are inclusive of people with disabilities:

This checklist was created with assistance from the Arts & Science Council of Charlotte/Mecklenburg (ASC), the National Endowment for the Arts (NEA), and the North Carolina Arts Council (NCAC).

2014-2015 ACCESSIBILITY CHECKLIST
FREQUENTLY ASKED QUESTIONS

Click here to return to Accessibility Checklist.

Q: How can I get an ADA Checklist for Existing Facilities?

A: The checklist can be downloaded from the following website: www.ada.gov/racheck.pdf

Q: Should the Accessibility Checklist be answered in regards to the specific project, or the organization as a whole?

A: The checklist should be focused on the project in the application. If the application is for an entire year, all venues/ facilities utilized in the year should be considered. If the location of the project takes place on a larger campus/facility, focus your responses on the project's location.

Q: Can I complete this form if I do not know the venue of my project?

A: Please complete as much as you can at the time of submission. You will be asked to update this checklist once you have chosen a location.

Q: Is 'No' an acceptable answer?

A: Yes. This checklist lists the variety of accommodations or considerations that should be part of the planning process for any program. While you may not be able to answer 'Yes' to every question, your Accessibility Plan should address the procedures and timeline to include this in the future.