

Wyoming Arts Council Accessibility Checklist

Organization Name: _____

Person Completing Checklist: _____

Date Completed: _____

Answering 'no' and 'not applicable' will not impact your grant funding but will alert you to accessibility issues that your organization should address during your next strategic planning process. Keep this checklist on file for future reference and review every three years.

Who is your organization's accessibility coordinator?

To be in compliance with federal law and your grant contract, your organization **MUST** have an accessibility coordinator. This person can be a designate staff member, volunteer, board member, or member of your organization's accessibility advisory committee:

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|----------------|
| Name: |
| Title/Role: |
| Email & Phone: |

The Organization:**YES****NO****N/A**

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Has a publicly stated policy or mission statement regarding accessibility and accommodations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Designates funds for accessibility accommodations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has an accessibility Self-Evaluation (more extensive review of your organization, facility and programs). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has an Accessibility Plan (takes the form of a document that guides board, staff and volunteers in their commitment to comply with the ADA/504 law and to make the arts accessible to all). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reviews the accessibility checklist/self-evaluation/plan every three years. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is proactive in hiring artists/staff/volunteers with disabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Offers employment in alternate formats or offers assistance in filling out employment forms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has an Emergency Preparedness Plan that includes provisions for patrons with disabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Accessibility of the Physical Space:**YES****NO****N/A**

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|--|--------------------------|--------------------------|--------------------------|
| Ground-level entry, ramped access, and/or elevators to the venue. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Signage at inaccessible entrances with directions to accessible entrances. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Integrated and dispersed wheelchair seating in assembly areas including companion seating. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheelchair accessible box-office, stage, and dressing rooms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheelchair accessible display cases, exhibit areas, and counters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheelchair accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Wheelchair accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessible emergency exits and audio/visual emergency alarms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Organization Website:**YES****NO****N/A**

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|--|--------------------------|--------------------------|--------------------------|
| Has an accessible website providing basic accessibility features: high contrast, adjustable type size, alternate text for images, plain text option, captioned audio, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organization has an accessibility section of the website that lists accessible programs and services to patrons. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Communications and Marketing Access:

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Has a reasonable advance notification policy for patrons interested in utilizing its programs and services (sign language interpretation, large print programs, audio description, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Publicizes procedures to request accommodations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate disability symbols used in all publicity (both print and electronic). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brochures and other marketing materials are available or offered in alternate formats (large print/Braille/electronic media). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organization facility utilizes ADA compliant signage (compliant signage would include Braille, correct type size, high contrast design elements, correct mounting and height). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Date of next three year review: _____

Questions? Contact the Wyoming Arts Council Accessibility Coordinator at
307-777-7742