





## ADA Questionnaire

We recognize that the issues surrounding ADA accessibility are complex. The following questions are meant to help raise awareness of the various issues with which you and your organization should be familiar. We encourage you to contact us if you need further technical assistance regarding any of these issues.

**I. Planning**

- a. As a part of your organization's annual operating and long-range programming plans, does your organization address accessibility issues in regards to your facilities and/or programs?  yes  no
- b. Has an ADA self-evaluation of your facilities and/or programs been conducted within the past two years? If yes, please give date completed below and attach copy.  yes  no  
In addition, please provide a summary of any changes planned and/or implemented as a result of completing your evaluation. Date evaluation completed: \_\_\_\_\_
- c. Have you involved at least one person with a disability as an advisor in developing your ADA access plan?  yes  no
- d. Does your organization currently incorporate artists with disabilities in productions/ programs?  yes  no
- e. Does your organization currently have/employ board members or administrative staff with disabilities?  yes  no
- f. Have you developed a plan to address any areas in which you are not in compliance? If not, please contact the Department of Cultural Affairs for a consultation.  yes  no
- g. Does your organization have a procedure for addressing accessibility inquiries and/or complaints? If so, please provide a summary on an attached page.  yes  no
- h. What is the proscribed time frame for responding to accessibility complaints? \_\_\_\_\_
- i. Do staff members receive training in accessibility issues and procedures?  yes  no
- j. Please provide the name of your organization's designated staff person for ADA compliance: \_\_\_\_\_

**II. Programming**

- k. Are audio descriptions of your programs and/or presentations available?  yes  no
- l. Do you provide written materials, e.g., newsletters, printed programs, etc., for your performance/exhibits in an alternative format (i.e., large print, audio descriptions, Braille, etc.)?  yes  no
- m. Are disability access symbols in your printed materials? Examples:      yes  no
- n. *For Performing Organizations:* Does your performance space have a sufficient number of working assistive listening devices available?  yes  no
- o. *For Facilities:* How many assistive listening devices do you have available? # \_\_\_\_\_
- p. *For Exhibiting Organizations:* Does all didactic signage use a sans serif font of at least 18-point font type?  yes  no
- q. Does your organization's budget include expenses related to accessibility issues?  yes  no
- r. Do you have a policy for making American Sign Language interpreters available?  yes  no

**III. Facility Access**

- s. Can a person with physical mobility limitations easily and independently enter your organization's programming space and participate in your offerings?  yes  no
- t. Can a person with physical mobility limitations easily use at least one restroom facility?  yes  no
- u. Do you make provisions so that an audience member without a disability can sit next to a companion who uses a wheelchair?  yes  no
- v. Are disability access symbols and Braille used in the facility and on the facility's signage?  yes  no
- w. When you consider doing programs/exhibits at a location other than your regular facility, do you consider the accessibility of the alternate facility as a key factor in your decision-making?  yes  no