



ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

Updated December 2023 (5 pages)

The Indiana Arts Commission has adopted this Checklist as an informal guide for applicant organizations. This Checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act (ADA); the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

For complete ADA regulations, standards and guidelines contact the U.S. Department of Justice ADA Information hotline at 800-514-0301 (voice) or 800-514-0383 (TTY) or visit the Department of Justice ADA information website at www.ada.gov.

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This self-assessment was designed to follow the beginning-to-end experience of accessing an organization’s programs, facilities, and services. The process encourages the organization to consider the pathway someone with a disability might take to access your services and find the barriers.

IMPORTANT REMINDERS:

- There are many disabilities to take into account when approaching accessibility. Some common categories to consider are visual, hearing, mobility, sensory, and intellectual/developmental. This is not an exhaustive list and people may identify with more than one disability.
- When making accommodations, always ask the needs of the individual instead of assuming what they need.
- You are required to ensure accessibility even if you do not own the venue or if it is a historical space.

How to complete this form:

To the best of your ability, answer the chart below with yes, no, or N/A

YES - Element exists.

NO - Element does not exist but should.

N/A - Element does not exist and is not needed (i.e., A single-level, ground-floor facility would not need an elevator).

Once completed, this form should be kept on file for three years in case of audit by state or federal agency. This form will not be turned into the Indiana Arts Commission.

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Public Outreach

Do public communications include...	YES	NO	N/A
An accessibility section on the website that lists accessible programs and services to patrons?			
A publicized procedure and timeline to request accommodations for people with disabilities?			
Appropriate Accessibility symbols on signs and in print, digital and online media? More info on accessibility symbols.			
Publicly available notices of sensory experiences such as flashing lights, strong smells, and loud/surprising noises?			

Arriving & Navigating

Does the Facility provide...	YES	NO	N/A
Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance? More info on venue accessibility.			
At least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs?			
Ground-level entry, ramped access, and/or elevators to the venue?			
Signage at inaccessible entrances with directions to accessible entrances?			
Handrails on ramps and stairs?			
Integrated and dispersed wheelchair seating in assembly areas? More info on accessible seating.			
Wheelchair-accessible display cases, exhibit areas, and/or counters?			
Wheelchair-accessible box office, stage, and dressing rooms?			
Wheelchair-accessible restrooms, including accessible sinks, water fountains, and soap & paper dispensers? More info on accessible restrooms.			

Wheelchair-accessible toilet stall, including a 60” diameter or T-turn clear floor space, free of the door swing? More info on accessible toilet stalls.			
Accessible emergency exits and audio/visual emergency alarms?			
Signs designating permanent rooms and spaces, e.g. room numbers and letters, room names, and exit signs with Braille and/or raised characters?			

Meaningful Participation

Do programs/events provide...	YES	NO	N/A
Sign language interpretation regularly or upon request? More info on sign language interpretation.			
Scripts and/or text of verbal presentations upon request? More info on scripts/ text of verbal presentations.			
An appropriate number of Assistive listening system devices? More info on assistive listening systems.			
Open or Closed captioning of audio visuals upon request?			
Audio description of visual art, media, performances, or other presentations upon request?			
Print materials in alternate formats, including Braille, digital, and large print?			

Organization Accessibility

Does organization leadership provide...	YES	NO	N/A
A designated staff member who is responsible for overseeing accessibility and Section 504/ADA compliance? More info on ADA coordinators.			
A stated policy or mission statement regarding accessibility?			
An Access Committee that includes people with various disabilities to advise on access issues?			

Training for staff and volunteers in accessibility procedures and best practices? More info on accessibility training.			
Designated funds for accessibility accommodations?			
A review of an Accessibility Self-Evaluation form at least every 3 years?			
Reasonable accommodations for employees and volunteers and publicizes non-discrimination in hiring?			

Additional Resources:

[Service Animal and Emotional Support Animal resource](#)

[A Planning Guide for Making Temporary Events Accessible to People With Disabilities](#)

[Indiana Arts Commission Accessibility Resources](#)

[The Great Lakes ADA Center](#)

[NEA Cultural Administrator’s Guide to Accessibility](#)

[General Resources and an ADA help hotline](#)