

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. 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 to its access plan? Yes No
Has the organization had at least one meeting of its accessibility committee during the course of the year? Yes No
Comments:
4. Has the organization designated a particular staff person, board member or volunteer as the organization's Access Coordinator or "go-to" access person? Yes No
Comments:
5. Has the organization created an expense item for access-related costs (interpreters, audio describers, etc.) in its financial chart of accounts? Yes No
Comments:
6. Where and with whom does the organization promote its programs and its program accommodations designed for people with various disabilities?
Comments:
7. Are parking places visually identified as "accessible" in all of the parking locations noted in the organization's promotional materials? Yes No
Comments:
8. 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:
9. Can a person with a physical mobility disability easily and independently use one of the restroom facilities made available to program attendees? Yes No
Comments:
10. Does the organization consider issues of access whenever it offers programs off-site? Yes No
Comments:

11. 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:
12. 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:
13. Has the organization offered the accommodation of open captioning (real-time or scripted) for any of its public presentations during the last year? Yes No
If so, how many? ____ Comments:
14. Does the organization make assisted listening devices available to audience members for its performances/presentations? Yes No
Comments:
15. 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:
16. Has the organization provided staff/volunteer training on at least one aspect of disability awareness or access to people with disabilities during the year? Yes No
Comments:
17. Has the organization reviewed its website as to its accessibility to people who are blind or have low vision? Do not have a website Yes No
Comments:
18. Does the organization's website contain information describing accessibility and the process a person goes through to request needed accommodations? Yes No
Comments:
19. (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:
20. (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:

VSA Minnesota has created this access questionnaire. It should be used as a tool by state arts organizations to make their programs and services accessible to people with disabilities. Any questions regarding this survey can be directed to VSA Minnesota staff at info@vsamn.org, 612-332-3888 or 800-801-3883. Go to <http://vsamn.org/arts-organizations/resources-organizations/> to find other arts access resources created by VSA Minnesota.