



ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

Updated April 2024 (5 pages)

The Illinois Arts Council 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. This checklist does not replace the full Section 504 Self-Evaluation Workbook, which can be found [here](#).

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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 consider 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 by checking 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 and updated every three years in case of audit by state or federal agency.

ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

Organization Name

Public Outreach

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

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Handrails on ramps and stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrated and dispersed wheelchair seating in assembly areas? More info on accessible seating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair-accessible display cases, exhibit areas, and/or counters?	<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 restrooms, including accessible sinks, water fountains, and soap & paper dispensers? More info on accessible restrooms.	<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? More info on accessible toilet stalls.	<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"/>
Signs designating permanent rooms and spaces, e.g. room numbers and letters, room names, and exit signs with Braille and/or raised characters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Meaningful Participation

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

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A stated policy or mission statement regarding accessibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An Access Committee that includes people with various disabilities to advise on access issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Additional Resources:

- [Illinois Arts Council Accessibility Page](#)
- [Service Animal and Emotional Support Animal resource](#)
- [A Planning Guide for Making Temporary Events Accessible to People with Disabilities](#)
- [NEA Cultural Administrator’s Guide to Accessibility General Resources and an ADA help hotline](#)
- [Cultural Access Collaborative](#)
- [National Endowment for the Arts \(NEA\) Office for Accessibility](#)
- [In Chicago: Mayor’s Office for People with Disabilities](#)
- [Great Lakes ADA Center](#)
- [Kennedy Center’s annual Leadership Exchange in Arts and Disability \(LEAD\) conference](#)
- [Smithsonian Accessibility Program](#)
- [People-First Language](#)
- [Inclusive Design](#)
- [Graphic Artist Guild Accessibility Symbols](#)
- [Staff training](#)
- [Illinois Department of Human Services' Division of Rehabilitation Services](#)
- [Access Living](#)
- [IL ABLE](#)

Effective communication:

Provide different forms of communication, such as:

- [Certified American Sign Language \(ASL\) Interpreters](#)
- [Real-Time Captioning \(CART\)](#)
- [Captioning of videos /audio information](#)