



## **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](http://www.ada.gov). This checklist does not replace the full Section 504 Self-Evaluation Workbook, which can be found [here](#).

### **Illinois Arts Council**

115 S. LaSalle St., Ste. 2202  
Chicago, IL 60603-3804

**Phone** (312) 814-6753

**Fax** (312) 814-1471

**TTY** (888) 261-7957

ADA 504/Accessibility Coordinator

Teresa Davis

[Teresa.N.Davis@illinois.gov](mailto:Teresa.N.Davis@illinois.gov)

**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

### 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? <a href="#">More info on accessibility symbols.</a>	<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? <a href="#">More info on venue accessibility.</a>	<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? <a href="#">More info on accessible seating.</a>	<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? <a href="#">More info on accessible restrooms.</a>	<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? <a href="#">More info on accessible toilet stalls.</a>	<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? <a href="#">More info on sign language interpretation.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scripts and/or text of verbal presentations upon request? <a href="#">More info on scripts/text of verbal presentations.</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An appropriate number of Assistive listening system devices? <a href="#">More info on assistive listening systems.</a>	<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? <a href="#">More info on ADA coordinators.</a>	<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? <a href="#">More info on accessibility training.</a>	<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](#)