



MID-AMERICA ARTS ALLIANCE

With support from



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# ACCESSIBILITY CHECKLIST

Revised December 2015

**The Accessibility Checklist is part of all grant applications and exhibition contracts.** If your project activities will take place in multiple venues, you need to complete a checklist for each venue.

Applicant Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Number of days at this facility: \_\_\_\_\_

**The organization has:**

|   | yes                      | no                       | n/a                      |
|---|--------------------------|--------------------------|--------------------------|
| A designated staff member who is responsible for overseeing accessibility and Section 504/ADA compliance  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessible website (including alt tags and captioned audio)   | <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"/> |
| Access information/accommodations with appropriate disability symbols included in all publicity about the project (i.e., press release, program, media, e-mail) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**The facility has:**

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Designated accessible parking spaces with adjoining curb cuts, and an accessible route from parking to the venue entrance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Integrated and dispersed wheelchair seating in assembly areas including their companions                                  | <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"/> |
| Wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing          | <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"/> |

**Project Participation:**

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Persons using wheelchairs will be able to participate in the project   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| A sign language interpreter; an assistive listening system; or other assistance for persons with hearing impairments will be provided upon request | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large print materials or descriptive audiotapes will be available for persons with visual limitations  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seats near the speaker/performer/interpreter will be available for persons with hearing and visual limitations along with their companions         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**If you answered "no" to any of the statements above, or if you need to clarify your responses, please include an explanation with this checklist.**

**Attach to application or contract and mail to:**

Mid-America Arts Alliance  
2018 Baltimore Ave.  
Kansas City, MO 64108-1914



**For questions contact:**

info@maaa.org  
(816) 421-1388  
(800) 735-2966 (TTY)