

ADA QUESTIONNAIRE

SELF-EVALUATION: ACCESSIBILITY

Organization: _____

Person Completing Questionnaire: _____ Tel: _____

If your organization has a formal 2020 ADA Plan (current), you may submit it in lieu of, or in addition to, this Questionnaire. This Questionnaire covers only basic accessibility under the ADA. To better understand your organization's full obligations under the law, a comprehensive self-assessment is recommended. For more information, visit Cultural Access Network Project: www.njtheatrealliance.org/ada-planning.

ADA Planning

Has your organization conducted a self-assessment or contracted a professional assessment of its facilities and programs? yes (year _____) no

Does your organization have a formal ADA Plan? yes (year _____) no

Comments or challenges (*optional*):

Organizational Policies & Practices

Check if yes

- Do you have a board-approved policy statement regarding ADA compliance?
- Have you assigned (or plan to assign) an ADA coordinator?
- Have you established (or plan to establish or share) an ADA advisory board?
- Do you conduct or plan to conduct sensitivity training for staff, board, and/or volunteers?
- Do you provide adequate support if claiming "undue burden?"

Comments or challenges (*optional*):

Employment Issues

Check if yes

- Organizational employment non-discrimination policy statement includes people with disabilities
- Do you have a plan to provide reasonable accommodations for meetings and/or interviews if your current administrative office is not accessible?
- Is your organization proactive in hiring people with disabilities?

Comments or challenges (*optional*):

Grievance Procedure

Check if yes

- Do you have a reasonable grievance procedure, approved by organization's board, providing specific steps to be taken?

Comments or challenges (*optional*):

Programming Accessibility

An adequate plan should discuss the services and/or programs listed below that apply to your grant-funded activities. If your organization currently does not provide or offer a service "upon request," it should outline a reasonable timeframe to do so, outline a reasonable accommodation, or explain why such service does not apply.

Programs and services for patrons with hearing disabilities:

Offered now Plan to offer

- | | | |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Assistive listening system provided in seating area, and/or for tours or lectures |
| <input type="checkbox"/> | <input type="checkbox"/> | Sign-language interpretation of performances, guided tours, or lectures |
| <input type="checkbox"/> | <input type="checkbox"/> | Open/closed captioning at performances, lectures, workshops, tours or film/video |
| <input type="checkbox"/> | <input type="checkbox"/> | Advance copies of scripts or synopses |
| <input type="checkbox"/> | <input type="checkbox"/> | High-volume audio tours |
| <input type="checkbox"/> | <input type="checkbox"/> | Printed self-guided tours |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

Programs and services for patrons with visual disabilities:

Offered now Plan to offer

- | | | |
|--------------------------|--------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Audio-described performances, audio-descriptive service, or guided tour |
| <input type="checkbox"/> | <input type="checkbox"/> | Sensory seminars in conjunction with an event or exhibition |
| <input type="checkbox"/> | <input type="checkbox"/> | Braille materials (programs, exhibit or display signage, and/or other materials) |
| <input type="checkbox"/> | <input type="checkbox"/> | Large-print materials (such as programs, signage, exhibit or display signage) |
| <input type="checkbox"/> | <input type="checkbox"/> | Audio-guides about exhibit or other program |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

If you offer any programming specifically tailored to people with disabilities, please describe:

Comments or challenges (*optional*):

Effective Communications: Publications, Marketing/Outreach, Website

An adequate plan should at minimum demonstrate that your organization understands basic practices of how to reach out to patrons with disabilities and reasonably address the following:

Check if yes

- Is your website designed to be accessible to people with disabilities, or do you plan to build basic accessibility features into the website?

- Are your printed publications available or offered in alternate format (e.g. large print /braille /digital)?
- Do your brochures or other marketing materials include appropriate international access symbols and/or include a statement regarding accessibility policies?
- Does your organization have a reasonable advance notification policy (approx. 2 weeks) for patrons interested in utilizing special services? (e.g. sign interpretation, large print, audio description, etc.)
- Does your organization use an ADA advisory board or similar body to reach patrons with disabilities?
- Organization utilizes or plans to develop a marketing approach to reach people with disabilities?
- Organization has collaborated or consulted organizations or public agencies that specifically serve people with disabilities to present or develop programming?
- On your press list, do you reach organizations of / for people with disabilities?
- Do your press releases include information about physical accessibility and/or accessible programming?
- Do you specifically market to people with disabilities or to organizations that represent them?

To consult about reaching people with disabilities, or about accessible programming, call the Union County Office for Persons with Disabilities & Special Needs at 908-527-4781.

Comments or challenges (*optional*):

Facility Accessibility

An adequate plan demonstrates that the facilities where an organization provides its programs are ADA-compliant, outlines reasonable accommodations, indicates there is a sound plan in place to make the facilities fully accessible or to find alternate space, or may demonstrate exemption from certain elements.

Check if yes

- Is there an accessible route from public transportation to your facility?
- ADA-compliant parking?
- Accessible route from parking to primary accessible entrance?
- ADA-compliant doors to entrance, bathrooms, assembly areas, and display areas?
- Multi-level facility has elevator or interior ramps at level changes?
- Restrooms (or all-gender bathroom) used by the public are ADA-compliant?
- Seating area has adequate number of designated wheelchair locations on level surfaces?
- ADA-compliant signage?
- ADA-compliant box office window?
- ADA-compliant concession stand?
- ADA-compliant performance / artist space?
- Does your front-of-house staff know that service animals cannot be denied access?
- Touring organizations only: Do you provide a letter of agreement or ADA checklist to the manager of venue(s) where programming will take place?

Comments or challenges (*optional*):