**Masked Exhibition Accessibility Features**

Checklist for Venues

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| **Access Symbol** | **Description**  | **Organization Responsible**  | **Notes** |
| Access Information Symbol | Contact for accommodation requests  | Venue | Include multiple ways to contact (phone and email) and cut-off date on all marketing materials.  |
| Wheelchair access symbol | Physical Accessibility (includes parking, paths, restrooms, signage & more) | Venue  | See accessible events checklist document for more information. |
| Braille Access Symbol | Braille  | Inclusive Arts Vermont and Venue | Printed materials will be available in this format including hanging wall holders. **Venue** is responsible for contacting VABVI (see below) to produce Braille signage, including WIFI password info for audio tour. |
| Large print access symbol | Large Print  | Inclusive Arts Vermont and Venue | Printed materials will be available in this format—will have wall holders.**Venue** is responsible for producing all labels and signage in large print (size 18, sans-serif) |
| Audio Description access symbol | Audio Descriptions  | Inclusive Arts Vermont  | Available Online: www.inclusiveartsvermont.org/exhibitions |
| White cane access symbol | Access for People who are blind or Visually Impaired  | Venue | Audio tour (see above), sighted guide, or a live verbal description. Everything other than audio tour should be arranged ahead of time. For more information on sighted guides or live verbal description contact Heidi Swevens. If a tour is requested, we can help to provide a trained guide. |
|  | Tactile Representations & Elements | Inclusive Arts Vermont  | Travels with the exhibition in a designated box. Allows viewers to experience the artwork in a physical way. \*not used right now due to COVID-19. |
|  | Raised map of evacuation route and safety plan | Venue | Contact VABVI if needed |
| Assisted listening access symbol | Assistive Listening  | Inclusive Arts Vermont and/or Venue | Inclusive Arts Vermont will bring their system to the reception.  |
| ASL access symbol | American Sign Language (ASL) | First opening—Inclusive Arts Vermont, otherwise venue  | Should be arranged ahead of time through Vancro (see below). Venue can either guarantee one present, or ask for requests by a certain date, depending on budget. |
|  | Quiet space | Venue | Designated area for use during the opening reception. Should be separate from main exhibition space. |
|  | Chairs  | Venue | Some artists request chairs by their work for the opening reception—best practice to have them available for guests as well. |
|  | Hanging Guidelines | Venue in collaboration with IAV | Artwork should be hung 54” from the center of the piece<https://www.arts.gov/sites/default/files/Design-for-Accessibility.pdf>Page 118 |

\*\*All exhibit materials (Artist bios/statements, verbal descriptions, etc.) will be available in multiple formats including Braille, large print, and recorded audio (online), provided by Inclusive Arts Vermont. If during the exhibition the documents become damaged or destroyed, the venue is asked to contact Inclusive Arts Vermont immediately for reproduction.

**Important Contact Information:**

* VABVI (Vermont Association for the Blind and Visually Impaired)
	+ (802) 863-1358
* Inclusive Arts Vermont – Heidi Swevens
	+ heidi@inclusiveartsvermont.org
	+ (802) 238-5170
* Vancro Integrated Interpreting (provide ASL)
	+ (802) 271-0103
	+ <https://vancroiis.com/?__cf_chl_jschl_tk__=pmd_7178a2e723da491cd07ad958115786ef1f5dc6d8-1627557254-0-gqNtZGzNAc2jcnBszQiO>
	+ New England ADA Technical Assistance Center
	+ (800) 949-4232