

# Venue Checklist

## 5. Exhibition Environments

The following statements are best addressed by Curator or Production Manager in conjunction with heads of departments. These statements aim to identify opportunities for reviewing access and increasing inclusive practices.

Further information and explanation of some terms are on the Accessibility Starter Kit information sheet.

### Venue details

**Venue Name:** [enter venue name]

**Address:** [enter street address]

| **Exhibition environment** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| The exhibition space is accessible to people using a wheelchair or mobility aid |  |  |  |  |
| Service counters heights comply with standards that allow access by a person in a wheelchair  |  |  |  |  |
| There are clear, considerate paths of travel in the exhibition for a person in a wheelchair or people who are blind or have low vision |  |  |  |  |
| Noise level management considers people who are hard of hearing |  |  |  |  |
| Lighting is even and appropriate to the activities ie: reading text, moving around, lip reading |  |  |  |  |
| Changes to lighting levels are clearly identified with signage |  |  |  |  |
| There is a variety of seating available in the exhibition space for people to rest |  |  |  |  |
| Some seating has back support and arm rests both in the exhibition space and rest area |  |  |  |  |
| There are rest and wheelchair recharge areas outside and within the exhibition space |  |  |  |  |
| Theatrettes and auditoriums have a range of accessible seating for wheelchairs |  |  |  |  |
| Accessible seating is flexible and allows people in wheelchairs to sit with their companions and service animals |  |  |  |  |
| Theatrettes and auditoriums have a hearing augmentation system in place for hearing aids |  |  |  |  |
| A notice of fresh wall paint and other recent building works has been provided on the website and at the venue |  |  |  |  |
| Quiet or quieter spaces have been identified and communicated on maps and the web |  |  |  |  |

| **Display of objects and media**  | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Wall mounted work is hung at a height comfortable for viewing from a seated position |  |  |  |  |
| Display cases and tables are at a height comfortable for viewing from a wheelchair  |  |  |  |  |
| There is knee room below the display case to allow a person in a wheelchair to get close to the display ie 750mm high x 900mm wide |  |  |  |  |
| Glass used in display case and framed artwork is non-reflective |  |  |  |  |
| There is colour contrast between the work displayed and the background |  |  |  |  |
| There are tactile samples evoking artwork that may not be touched |  |  |  |  |
| Hazards are indicated through warning notices and announcements |  |  |  |  |
| Content warnings are clearly indicated by signage that follows accessible guidelines |  |  |  |  |
| Video content is captioned with transcripts available |  |  |  |  |

| **Print and publication guidelines** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Display labels are at a comfortable height to be read from a sitting or standing position |  |  |  |  |
| Labels are in alternate formats including Braille, large print, audio or Auslan |  |  |  |  |
| There is adequate lighting to read labels |  |  |  |  |
| Labels convey a distinct level contrast between text and background ie 70% |  |  |  |  |
| Label text is large enough to be read easily by people who require Large Print |  |  |  |  |
| Printed catalogues meet print guidelines for accessibility |  |  |  |  |
| Printed materials and publications are available in alternate formats ie Braille, large print, audio |  |  |  |  |
| Publications use affirmative, person-centred language to describe people with disability |  |  |  |  |
| Promotional material is inclusive of people with disability |  |  |  |  |
| Access facilities and services are promoted in all marketing and information materials |  |  |  |  |
| People with disability are represented in an inclusive and respectful way |  |  |  |  |
| Signage uses access symbols to indicate access facilities  |  |  |  |  |
| Maps of the venue and/or exhibition spaces are provided in a range of formats, eg tactile, high contrast, web and at the venue |  |  |  |  |

| **Access services** | **Yes** | **Part** | **No** | **Action** |
| --- | --- | --- | --- | --- |
| Public address areas have a hearing augmentation system |  |  |  |  |
| Auslan Interpreters are included in any public presentations or speeches |  |  |  |  |
| Public tours or guides of the exhibition are available in Auslan  |  |  |  |  |
| Public tours or guides of the exhibition are available as Audio Description |  |  |  |  |
| There are opportunities for tactile experiences of the artwork for people who have low vision or are blind |  |  |  |  |
| Public programs cater for people with disability |  |  |  |  |
| Access to the exhibition considers multi-sensory experience ie scent; tactile, audio, visual |  |  |  |  |
| There are several options for booking access ie in person; online; telephone |  |  |  |  |
| There is a specific contact person to coordinate disability access and booking enquiries |  |  |  |  |
| Staff have undertaken disability awareness training |  |  |  |  |

## Assessment of Results

### Priority Action and Goals

* [enter text]

### References and Links

[Disability (Access to Premises – Buildings) Standards, 2010](http://www.ag.gov.au/premisesstandards)

[Exhibition display guidelines](http://accessible.si.edu/pdf/Smithsonian%20Guidelines%20for%20accessible%20design.pdf)

[Auslan interpreters – NSW](https://sweeneyinterpreting.com.au/auslan-consultants/)

[Access service providers](https://aarts.net.au/access-service-providers/)

[Guidelines for Producing Readable Text](https://www.visionaustralia.org/business-consulting/digital-access/blog/12-03-2014/online-and-print-inclusive-design-and-legibility-considerations)

[Accessible Arts](https://aarts.net.au/)