



ACCESSIBILITY CHECKLIST FOR APAP|NYC SHOWCASE PRODUCERS

APAP urges showcase producers to maximize accessibility for audiences and performers. The checklist that follows can help you assess the accessibility of your showcase. The more items on this list that you can check off, the more accessible your showcase will be.

Creating a more accessible showcase culture involves shared responsibility of all producers, agents, artists, and other stakeholders alike. We encourage you to collaborate, ask questions, and seek clarity about what is possible in your spaces, for the benefit of all.

- **If you present work by multiple artists, agents, or managers in your showcase, please share your accessibility information with them.**
- **If you showcase through another producer, ask them for this accessibility information.**

PRIMARY CONTACT

___ Have you designated a primary contact for your showcase who attendees can contact to ask clarifying questions and/or coordinate their accessibility requests?

___ Is the name, title, and contact information for that designated person included on your APAP Showcase Listing?

___ Have you established a clear communication process and action plan with your internal team for attendees who've indicated they have accessibility requirements?

SHOWCASE PERFORMANCE SPACE

___ Is the space for your showcase performance identified as accessible or ADA compliant?

___ Do you have a clear understanding of what the accessibility features of the space are and who they are designed to serve?

___ Have you been in direct communication with the management of your space to fully understand the features and challenges of the venue?

___ Have you performed a site visit to your showcase space to ensure that the accessibility standards and safety measures are as claimed?

___ Have you identified and accounted for any stairs in your showcase space, or obstacles such as pillars, narrow hallways, tight corners with less than 36" of clearance? If there are one-directional traffic patterns in the space, have you assessed if those might impact people with mobility needs?

___ Have you identified and accounted for any building security measures which might restrict movement, such as security gates that could create additional obstacles for wheelchairs or others with limited mobility, or other procedures that should be made explicit to attendees?

___ Does your space have adequate elevators, wheelchair ramps, and accessible restrooms? If there is a wheelchair lift, is the size of chair it can take limited?

___ Does your space have clearly marked signage and instructions as to how to enter and exit the space?

___ Are there clearly marked instructions and exit procedures for fire alarms or other emergencies?

___ Does your space have center or side aisle space for wheelchairs of at least 36”?

___ Do you have dedicated wheelchair accessible seating areas with a clear view of the stage for at least two chair users?

___ If the seats in your venue are fixed, do you have designated accessible seating sections and space for companions?

___ If the seats in your venue are movable, have you made plans to adjust for accessible seating as needed?

___ Is there dedicated companion seating adjacent to the wheelchair accessible seating?

___ Are there other features, such as quiet spaces, nursing pods/lactation spaces, access to water or water fountains that would be beneficial to communicate to your attendees?

SHOWCASE ACCESSIBILITY SERVICES

___ Is your showcase offering ASL Interpretation, Open Captioning, Audio Description, a Sensory Friendly presentation, or other accessibility services?

___ If yes to any of the above, will these services be included in your showcase listing?

___ Do you include accessibility features such as alternative text image descriptions in your digital promotions? (You can find a useful resource for digital accessibility [here](#))

___ Have you created an accessible PDF Program and/or an accessible webpage with your showcase info? A resource from Harvard can be found [here](#).

NOTE: This [NEA Brief Accessibility Checklist](#) may also be of use during this planning process.

NEED FURTHER ASSISTANCE?

Showcasers inside the Hilton: contact your Hilton showcase producer.

Showcasers outside the Hilton: contact your producer or the venue.

Have questions about accessibility at APAP|NYC?

Email us at access@apap365.org.

Have questions about the APAP|NYC conference?

Email us at apapnyc@apap365.org.