

## FOREWORD

Every person in America, including the 54 million citizens with disabilities and more than 35 million Americans who are age 65 and older, should be able to participate in the arts and the humanities. Cultural communities across the country are focusing on inclusion: integrating older adults and people with disabilities into all aspects of the organization—from planning and design to marketing and technical assistance.

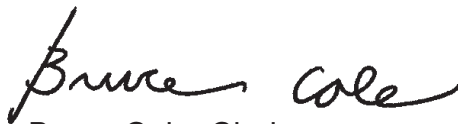
The National Assembly of State Arts Agencies (NASAA), the John F. Kennedy Center for the Performing Arts, the National Endowment for the Humanities and the National Endowment for the Arts are committed to fully accessible programming. Accessibility, however, must ultimately become everyone's responsibility to make a lasting difference, and it is organizations and individuals in the field who are making it happen.

"Design for Accessibility: A Cultural Administrator's Handbook" represents an update of the Arts Endowment's "The Arts and 504" (1992) with additional information from the 700-page "Design for Accessibility: An Arts Administrator's Guide" produced by the Arts Endowment and NASAA in 1994. This resource is designed to help you not only comply with Section 504 and the Americans with Disabilities Act, but to assist you in making access an integral part of your organization's planning, mission, programs, outreach, meetings, budget and staffing.

In the new millennium, inclusion must be ever present in our vision. As new technologies and methods are developed, the possibilities of access will change. Since the disability rights movement rose to prominence in the 1970s, federal legislation has been passed, and disabled individuals are finally becoming part of the cultural mainstream. Great strides have been made, particularly in architectural and program access. Many Americans with disabilities now have the opportunity to create and participate fully in the arts and humanities. Much work, however, remains to be done. We hope this handbook will assist you with that important work.



Dana Gioia, Chairman  
National Endowment for the Arts



Bruce Cole, Chairman  
National Endowment for the Humanities



Jonathan Katz, Chief  
Executive Officer, National  
Assembly of State Arts Agencies



Derek E. Gordon, Senior  
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## Goal of This Handbook

The goal of “Design for Accessibility: A Cultural Administrator’s Handbook” is to provide guidance to cultural administrators on accessibility and inclusion for creating new or opening up existing programs to include individuals with disabilities and older adults, whether as staff, volunteers, program participants or audience members.

“Design for Accessibility: A Cultural Administrator’s Handbook” addresses several key points:

- Cultural programs must be fully accessible and inclusive to every individual, including citizens with disabilities and older adults.
- Cultural service organizations need to set an example for their constituents by making their facilities, meetings, Web sites, print materials and activities fully accessible and inclusive to everyone.
- The assurance of equal opportunity for all people to participate in the humanities and the arts should be a fundamental starting point.

This handbook offers introductory guidance on how to accomplish these goals. More information about accessibility may be found under “Accessibility” at the National Endowment for the Arts’ Web site, [www.arts.gov](http://www.arts.gov), the National Endowment for the Humanities Web site, [www.neh.gov](http://www.neh.gov), and by contacting organizations listed in the resource pages at the end of each chapter.

**“We are advocates for full access to the arts. All arts organizations should be physically and programmatically accessible to all people with disabilities, artists and audiences alike. If these organizations provide anything less, they are breaking laws that have been in existence for thirty years.”**

Margaret Staton, Founder/Chair, and Deborah Lewis, Executive Director,  
The Ethel Louise Armstrong Foundation