

NJ State Council on the Arts FY14-FY16 ADA PLAN OUTLINE

Page One

This ADA Plan Outline has been revised to aid in standardizing the review of all ADA plans. The Plan Outline is organized to follow the ADA Self-Assessment Survey Tool, which is available on the New Jersey Theatre Alliance's website in the Access section located [here](#).

The Plan Outline provides abbreviated guidelines for the type of items that a good plan should address. Note: These items do not necessarily have to be accomplished by an organization, but they should be a part of the long range ADA plan. The timeline should include goals that are readily achievable and goals the organization would like to meet within the framework of this 3 year plan.

You may work on you plan and revisit it at any time. To do this, you will need to provide an email address in the "save and continue" tool on the top of the next page. An email containing a link to this outline will be sent to you. You can return to the outline by clicking the link in the email. Please be sure to click "next" at the bottom of each page to save your work.

1) Please provide your organizational information.*

Organization*: Young Audiences New Jersey & Eastern Pennsylvania

Contact Name*: Michelle Marigliano

Title*: Special Projects & Assessment Coordinator and ADA Coordinator

Street Address*: 200 Forrestal Road

Apt/Suite/Office*: _____

City*: Princeton

State*: NJ

Postal Code*: 08540

County*: Middlesex

Email Address*: mmarigliano@yanj.org

Phone Number*: 609-243-9000

Fax Number*: _____

Mobile Phone*: _____

Website*: www.yanj-yaep.org

2) Grant type:*

() GOS

() GPS

() LAP

3) Category:*

() Arts Education

() County Arts Agency

() Crafts

() Dance

() Folk Arts

() Literature

() Media

() Multi Disciplinary

() Music

() Opera/Musical Theatre

() Presenters

() Theatre

() Visual Arts

4) Please provide one paragraph outlining your organization's mission and one paragraph describing the type of programming your organization offers here:*

The mission of Young Audiences New Jersey & Eastern Pennsylvania is to inspire young people and expand their learning through the arts. We envision a future in which all students in the region, including those with special needs and disabilities, will have the opportunity to engage in quality arts learning that nurtures creativity, cultural awareness, and the development of critical thinking and learning skills. YA programs

are designed to be child-centered, outcome driven, and measurably effective. The goals of all YA programs are to infuse arts programming into schools so that students:

1. EXPERIENCE and are inspired by a variety of art forms presented by professional artists,
2. UNDERSTAND the value of art, artists, and creativity in the world,
3. CREATE original art, expand imaginations and the ability to self-express, and participate in the creative process, and
4. CONNECT art and creativity to life and other learning.

Our comprehensive programs include four delivery models. Assembly performances introduce the arts and provide new and diverse cultural experiences to students. Workshops and residencies bring students and teachers together with professional artists to actively engage in art-making experiences for 1 to 20 days. Teacher professional development seminars empower and encourage classroom teachers to integrate the arts across the curriculum. Family and community events extend arts education programming to parents and families around a central theme.

Organizational Policies and Practices

A Good plan should at minimum demonstrate the organization has all the items listed below. Please provide answers to the following questions for each area listed below.

5) Organization has used the ADA Self-Assessment Survey Tool or contracted a professional assessment of its facilities and programs.

() Yes

() No

Explain the process your organization used to conduct the assessment, who from the organization was involved and how you plan to use the assessment in the future.

YA used the ADA Self-Assessment Survey Tool. YA staff members Michelle Marigliano (ADA Coordinator), Maureen Heffernan, and Alexa Hardy, conducted the 2013 assessment. Additionally, the building architect reconfirmed the building's accessibility with an overview of renovations made (see attachment).

6) Organization has a board-approved policy statement regarding ADA compliance. Please include date of adoption.

() Yes

() No

Place policy here:

YA's policy statement was approved by the Board of Trustees in 2005 and will be revisited and reconfirmed in early 2014. The statement is as follows:

Young Audiences will work actively to remove barriers that prevent persons with disabilities from gaining access to and fully participating in our programs.

7) Organization has an assigned or shares an ADA coordinator.

() Yes

() No

Please provide Name, Phone and Email of ADA Coordinator. If your organization does not have a coordinator, please explain the plan for identifying one.

YA first appointed an ADA Coordinator in 1995. The ADA Coordinator provides sensitivity training for administrative staff and maintains the library of ADA materials, providing updates as needed. YA's current ADA Coordinator is Michelle Marigliano (609-243-9000 ext. 220, mmarigliano@yanj.org), who is also the YA Special Projects & Assessment Coordinator and a YA teaching artist.

Michelle works closely with two other YA staff members to form an ADA team. They are Maureen Heffernan (mheffernan@yanj.org), YA's former YA ADA Coordinator and a member of the Steering Committee of the Cultural Access Network Project, and Alexa Hardy (ahardy@yanj.org), former ADA Coordinator for North Carolina Stage Company in Asheville, NC. The ADA Team works to expand YA's accessibility with a spirit of inclusion rather than simply compliance. This is accomplished through a multi-pronged approach incorporating inclusive programming, marketing, and administrative procedures, outlined in this plan.

8) Organization has/shares an established ADA advisory board.

() Yes

() No

List names and affiliation (note if any of the members has a disability): If no, please explain your organization's process and timeline for establishing an advisory board.

Larry Capo – YA President & CEO

Cynthia Chiariello, MSW, LSW – Transition Coordinator for Morris School District, Regional Family Support Planning Council Secretary, and parent of a child on the autism spectrum

Maureen Heffernan – YA Director of Arts and Education, former YA ADA Coordinator, and member of the Cultural Access Network

Michelle Marigliano – YA Special Projects & Assessment Coordinator and ADA Coordinator, and parent of two young adults with disabilities

Jim Olson – Former Trustee and person with a disability

9) Organization offers sensitivity training to staff, board, and/or volunteers on an annual basis.

() Yes

() No

Provide a description of the training and who conducts the sessions and their qualifications. If no, please explain process and timeline for offering training opportunities.

While YA has consistently offered sensitivity training to administrative staff on an as-needed basis, YA will begin offering annual training to both administrative and artistic staff. In January 2014, YA's ADA Team will facilitate an administrative staff training titled "Beyond Compliance to Full Inclusion" that will explore ways we can proactively expand YA's inclusive programming.

The first annual training for teaching artists is planned for February 2014 and will be led by ADA Coordinator Michelle Marigliano and Amanda Newman-Godfrey, PhD candidate at Columbia Teachers College and former special education teacher. The training will cover person-first language, disability etiquette, and a review of YA's inclusion and accessibility policies and practices. Additionally, YA recently received funding to provide a special teaching artist training focused on making programs accessible to students with autism. This training is currently being scheduled and will take place later in 2014.

Employment Issues

A Good plan should at minimum demonstrate the organization has all the items listed below. Please provide answers to the following questions for each area listed below.

10) Organization has an organizational employment non-discrimination policy statement, which includes people with disabilities.

() Yes

() No

Place statement here: If no, please explain your organizations process and timeline for adopting a non-discrimination policy.

YA's statement of non-discrimination was created and approved in 2002 and will be revisited and reconfirmed in 2014. The statement of non-discrimination is as follows:

Young Audiences New Jersey & Eastern Pennsylvania is a team of numerous individuals working together. Therefore, as Young Audiences team members we will always treat each other with courtesy and respect for each other's individual dignity.

It is Young Audiences New Jersey & Eastern Pennsylvania's policy to recruit, hire, and promote for all job classifications without regard to race, religion, color, creed, national origin, age, sex, marital status, sexual orientation, disability, or veteran status. All staffing decisions are based solely on individual qualifications. We do not discriminate in working conditions, physical facilities, or any other terms, conditions, or privileges of employment including transfer, compensation, training, promotion, demotion, or separation.

Young Audiences does not discriminate on the basis of disability in admission or access to, treatment of, or employment in its services, programs, or activities. Upon request, accommodation will be provided to better allow individuals with disabilities to participate in Young Audiences services, programs, and activities.

Young Audiences has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973.

While the above laws mandate equal access to people with disabilities, Young Audiences makes it a priority to establish a work place and environment that embraces the spirit of the law ensuring an optimal experience for all.

11) Organization offers employment forms in alternate formats or offers assistance in filling out employment forms.

() Yes

() No

Explain:

YA provides employment forms in alternative formats, such as large print or Braille, and/or assistance in filling out forms upon request.

12) Organization has a plan to provide reasonable accommodations for meeting and/or employee interviews if its current administrative office is not accessible.

Yes

No

Explain:

YA's administrative building, where meetings and interviews occur, is fully accessible. If another meeting space is required, YA staff will accommodate that request.

13) Organization is proactive in hiring artists/staff/volunteers with disabilities.

Yes

No

Explain:

Artists with disabilities have been and are on the YA Teaching Artist roster. All YA job postings include a statement of nondiscrimination that includes people with disabilities. As we move forward with the goal to maintain and expand the diversity of YA artists, staff, and volunteers, YA will take a more proactive roll in posting open positions with organizations that support individuals with disabilities, such as jobaccess.org.

14) When hiring individuals with disabilities, it is important to identify the essential and the marginal functions of the job.

If you do have a job description that separates marginal and essential functions, please paste here:

While YA has not done this in the past, the importance of identifying essential and marginal job functions has been brought to our attention. To meet this need, in 2014 YA staff will create job descriptions that indicate both essential and marginal job functions for each position, and these descriptions will be used for future job postings.

Grievance Procedure

15) A Good plan must include a reasonable grievance procedure with specific steps and a timeline for actions that has been approved by the organization's Board. Please include the date the procedure was adopted by the board. Please insert Board approved Grievance Procedure here:

The Board of Trustees approved YA's Grievance Procedure in 1996. It is slated for reconfirmation in January 2014. The Grievance Procedure is as follows:

Young Audiences New Jersey & Eastern Pennsylvania has developed a grievance procedure to be used in the event that a complaint is received regarding accessibility. All concerns voiced by the public will be considered serious and every effort will be made to satisfy the complainant at the earliest stages of interaction, based upon the organization's increasing capacity to provide for full physical and programmatic access. The complaint will be immediately and thoroughly investigated in a professional manner.

The purpose and goal of this Grievance Procedure is to:

- Determine the nature of the complaint, and create an open dialogue with the complainant.
- Resolve problems as quickly and positively as possible within the limits of the organization's resources.
- Determine a solution that is acceptable to the complainant and Young Audiences.
- Provide a forum for the public discussion of concerns.
- In the event that a grievance is unresolved through the procedure described, review and resolution of the complaint will take place by the Grievance Committee within 30 (thirty) days after receipt of written complaint.

Young Audiences forms an ad hoc Grievance Committee made up of the ADA Coordinator, One Committee Member with a disability, and one colleague who is an attorney or one colleague working in the field of architecture.

The complaint will be immediately and thoroughly investigated in a professional manner.

The ADA Coordinator will meet with the Complainant on an informal basis to determine the nature of the concern, discuss the issue and answer any questions. The Complainant will receive a copy of the ADA Compliance Plan.

If the ADA Coordinator determines that immediate action can be taken permitting access in the manner requested by the Complainant, it shall be done under the authority of the President and CEO. The problem and the resolution will be documented and shared with the Committee. The Board of Trustees will receive a report that will become part of the minutes.

If an immediate solution is not found and the complainant wishes to lodge a formal complaint, the ADA Coordinator will assist the complainant to prepare a written description of the problem. The Complainant will be advised that the written complaint will be submitted to the Grievance Committee. The description will include:

- Contact information
- Nature of the complaint in detail
- What the complainant believes could or should be done and how this recommendation will resolve the issue

The ADA Advisory Committee will be notified of the complaint and a copy will be forwarded to the Grievance Committee.

The ADA Coordinator will call a meeting of the Grievance Committee which the Complainant will attend. The meeting will take place in a barrier-free location within one month of the filing of the complaint.

At the meeting, the Complainant will present their grievance for discussion with the Committee. All parties will have the opportunity to present their positions in an equitable, hospitable environment. Recommendations for accommodation and a reasonable timeline will be agreed upon. The Complainant will sign the recommendation as acceptable to them and agreeing that if the recommendation is followed, the matter is closed. The recommendation will be voted on by Young Audiences Board of Trustees within 30 days of the meeting between the Grievance Committee and the Complainant.

In the event that the Board does not accept the recommendation, the Complainant will be notified and the Grievance Committee reconvened. If the recommendation is accepted the solution will be implemented and incorporated into Young Audiences ADA compliance policy and activity.

Upon request, this procedure will be made available in alternative formats so that it is accessible to all people with disabilities.

Programmatic Issues

Please provide an explanation for each program area listed below. Please include who is responsible, how often the program is offered, and the estimated cost. If you do not offer any of the services listed below, please explain the timeline for offering the service or why the service is not applicable to your organization. The timeline should include goals that are readily achievable and goals the organization would like to meet within the framework of this 3 year plan.

Programs and services for patrons with hearing disabilities:

16) Assistive listening system provided in assembly areas, seating areas, and/or for guided tours or lectures.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA does not operate a theatre or assembly area, or offer guided tours or lectures, and therefore does not have an assistive listening system.

When YA programs are presented in a school where assistive listening systems are utilized, every effort is made to embed the assisted listening system into program delivery. For example, YA artists have utilized Personal Frequency Modulation (FM) Systems in cases where the FM System is used in a student's typical day and is provided by the school partner.

17) Sign language interpretation of performances, guided tours, or lectures.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Education Staff

Estimated Cost:: \$125.00-\$200.00 for a workshop; \$500.00-\$750.00 for a theatrical performance

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Upon request

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA provides sign language interpretation upon request. YA has worked with sign interpreters for programming in Schools for the Deaf. Linda Lamitola, a NJ Sign Language Interpreter as well as a performance interpreter for Hands On!, is a friend and supporter of YA and serves as a consultant to YA.

18) Open/closed captioning at performances, lectures, tours, workshops, or for film/video.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible::ADA Coordinator, Education Staff

Estimated Cost:: Approximately \$1,400

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Upon request

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA will provide open captioning services for any performance upon request. YA has not been asked to provide open captioning in the past, but when such a request is made, we will utilize the NJ Theatre Alliance Accessibility Resource list to find and schedule an available captionist.

19) Advance copies of scripts or synopses.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Education Staff

Estimated Cost:: \$0

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Upon Request

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA provides copies of scripts or synopses of performances upon request.

20) Printed self-guided tours.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA is not an exhibition or performance venue and therefore does not offer tours of any kind.

21) Admits service animals.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: ADA Coordinator

Estimated Cost:: \$0

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Service animals are permitted in our administrative offices.

Programs and services for patrons with visual disabilities:

22) Audio described performances or guided tours.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA does not currently have audio descriptions for any performances. However, in 2014 YA will begin supporting teaching artists in creating new performances, and YA will work with artists to offer audio description for these new programs when applicable.

23) Sensory seminars in conjunction with an event or exhibition.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA is not an exhibition or performance venue and therefore does not offer these services.

24) Braille materials (programs, exhibit or display signage, and/or other materials).

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Education staff

Estimated Cost:: Varies based on length of material, approx.\$0.50/page

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Upon request

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA will provide programs and other printed program or marketing materials in Braille upon request through on-demand translation services located in New Jersey and/or Philadelphia. Display signage at the YA offices includes Braille.

25) Large print materials (programs, signage, exhibit or display signage, and/or other materials)

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Education staff

Estimated Cost:: Varies

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA provides materials in large print upon request. Some printed materials, such as signage, exist in large print and do not require request.

26) Digital media of exhibits, such as MP-3s digital audio, smartphone, iPod or other recordings.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Technology Coordinator

Estimated Cost:: \$0/Staff time

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA's website currently offers digital media of selected performances. Upon request, school partners are welcome to record YA services including performances, workshops, and/or residencies.

27) Admits service animals.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator

Estimated Cost:: \$0

Explain Frequency of Service (e.g. ongoing, upon request, a specific number of performances or exhibits, etc.): Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Service animals are permitted in our administrative offices.

28) Please explain other services your organization offers or plans to offer individuals with autism, cognitive disabilities or developmental disabilities. Explain here:

Several YA programs, including the Dodge Dance Initiative; Think, Move, Dance; Weaving; The Art of Invention; The Language of Music; Kite Making; and Wild Windsocks have provided meaningful experiences for individuals with autism, cognitive disabilities, or developmental disabilities. These programs as well as others will continue to be facilitated at schools in both the inclusive and self-contained classroom. YA has partnered with funders and service agencies including Target, the NJ Epilepsy Foundation, and Creative Heartworks to offer these programs, and will continue to seek out additional funding and specialized partnerships.

YA offers teacher professional development workshops integrating methods that support the needs of individuals on the autism spectrum. These workshops include *Embracing our Autistic and Asperger Kids* and *Using Arts Education to Reach All Students*.

In December 2013, YA received grant funding to design and implement a specialized training seminar entitled *Making Art Connections for the Student with Autism* for our roster of 322 artists. This seminar will help YA artists gain a deeper understanding of how to effectively facilitate meaningful arts experiences for individuals across the spectrum.

Effective Communications (Publications, Marketing/Outreach, Website)

Please provide an explanation for each marketing area listed below. Please include who is responsible, how often the program is offered, and the estimated cost. If you do not offer any of the services listed below, please explain the timeline for offering the service or why the service is not applicable to your organization. The timeline should include goals that are readily achievable and goals the organization would like to meet within the framework of this 3 year plan.

29) Organization has an accessible website providing basic accessibility features: high contrast, adjustable type size, alternate text for images, plain text option, etc.

() Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible::ADA Coordinator, Technology Coordinator

Estimated Cost:: \$0 (included in cost of running YA's website)

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA's website features adjustable type size and alternate text for images.

30) Organization has an accessibility statement on their website.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Technology Coordinator

Estimated Cost:: \$0

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Each page on our website includes the following language: "Young Audiences will work actively to remove barriers that prevent persons with disabilities from gaining access to and fully participating in our programs. If any individual needs special assistance or assistive technology, please contact us two weeks before the performance and necessary arrangements will be made."

31) Organization has an accessibility section on the website that lists accessible programs and services to patrons.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Technology Coordinator

Estimated Cost:: \$0

Frequency of Service:: Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Our statement of accessibility is on our website and states that we can provide accessibility services such as assistive technology with notice. We do not currently include a list of accessible programs. In 2014, we will add a new accessibility page to our website listing YA's accessible programming, including programming ideal for students with autism, a list of new performances with audio description, and applicable professional development programming, in addition to alternative formats and assistive technology available.

32) Organization offers ticket sales on its website or through an on-line ticketing service.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Frequency of Service:: _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA does not sell tickets to any programs. As an arts education organization providing programming in schools, all of our performances, workshops, and residencies are booked on a school-by-school basis, rather than through individual ticket sales.

33) Organization offers seating diagram or chart showing location of accessible seating for ticket sales on its website or through an on-line ticketing service.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Frequency of Service:: _____

Please describe your service. or If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Please see above.

34) Organization offers tickets in all price ranges to people with disabilities and up to three companions requesting accessible seating.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Frequency of Service:: _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Please see above.

35) Organization offers discounted ticket prices to individuals with disabilities and their companion.

Yes (Explain in text box below)

No (Explain in text box below)

N/A (Explain in text box below)

Person Responsible:: _____

Estimated Cost:: _____

Frequency of Service:: _____

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA does not sell individual tickets of any kind. YA does offer fully grant-funded programs to schools across the region, including to schools specifically serving students with disabilities.

36) Brochures and other marketing materials are available or offered in alternate formats (e.g. large print/Braille/electronic media).

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Marketing Director, staff

Estimated Cost:: Varies depending on material and format. YA prints large print versions of marketing materials in-house for minimal cost. Printing Braille materials is generally \$0.50 per page and the total cost depends on the length of material being translated.

Frequency of Service:: Ongoing; Upon Request

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Printed materials including brochure and newsletter are available in large print. YA will provide materials in other formats such as Braille upon request through on-demand translation services located in New Jersey and/or Philadelphia.

37) Brochures and other marketing materials list appropriate international access symbols and/or include a statement regarding accessibility policies.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Marketing Director, staff

Estimated Cost:: Included in annual printing budget

Frequency of Service:: Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Young Audiences includes access symbols and information on all printed materials including brochures, invitations, and conference materials.

Young Audiences New Jersey & Eastern Pennsylvania has added our Board approved ADA statement to our email newsletter and to press releases. All announcements include the following language: "Young Audiences will work actively to remove barriers that prevent persons with disabilities from gaining access to and fully participating in our programs. If any individual needs special assistance or assistive technology, please contact us two weeks before the performance and necessary arrangements will be made."

38) Organization has reasonable advance notification policy for patrons interested in utilizing its special programs and services (e.g. sign interpretation, large print programs, etc.).

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Education Staff

Estimated Cost:: Varies based on type of services needed. Cost ranges from \$0 for enlarging print materials to large print in-house to \$1,400 for captioning.

Frequency of Service:: Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA provides services and/or alternative formats with two weeks of notice. Performances, workshops, and residencies are booked several months in advance, leaving ample time beyond YA's two-week policy for requests to be made and filled.

39) Organization utilizes its ADA advisory board or similar representation to reach patrons with disabilities.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator

Estimated Cost:: \$0

Frequency of Service:: Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

Members of the ADA advisory board network with a variety of service organizations supporting individuals with disabilities, including the NJ Epilepsy Foundation, the Autism and Faith Taskforce, the Cultural Access Network, and others. Members of the advisory board also attend conferences covering disability issues and report to YA staff. Both the ADA Advisory Board and the ADA Team work with YA's marketing staff to expand our marketing efforts in ways that will reach more people with disabilities. Current and upcoming efforts include sending information to organizations serving people with disabilities, adding our accessibility statement to all press releases, and making a new accessibility page on our website.

40) The organization has developed or is planning to develop a targeted marketing approach to reach out to patrons with disabilities.

() Yes (Explain in text box below)

() No (Explain in text box below)

() N/A (Explain in text box below)

Person Responsible:: ADA Coordinator, Marketing Director, Education Staff

Estimated Cost:: Included in broader marketing budget for each outreach effort

Frequency of Service:: Ongoing

Please describe your service.

or

If you do not offer the service, please explain the timeline for offering the service or why the service is not applicable to your organization.

YA's multi-pronged marketing approach includes outreach to people with disabilities. Much of YA's marketing is done through direct email to schools, including those specifically serving students with disabilities. YA's Resource Guide is sent to every school in New Jersey and Eastern Pennsylvania, also including those specifically serving students with disabilities. YA sends press releases and other promotional

materials to organizations serving people with disabilities, such as NJ Epilepsy Foundation and Creative Heartwork.

Facility Accessibility

Please provide an explanation for each facility area listed below including persons responsible and the estimated cost.

If you do not offer any of the accommodations listed below, please explain the timeline for offering the service or why the service is not applicable to your organization.

The timeline should include goals that are readily achievable and goals the organization would like to meet within the framework of this 3 year plan.

41) Accessible route from public transportation to the facility.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building is accessible by TigerTransit, a bus service run by Princeton University and open to the public. TigerTransit runs 8am-7pm Monday – Friday.

YA provides programming in approximately 700 schools every year. Accessibility by public transportation varies for each school.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

42) ADA compliant parking.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building has fully ADA compliant parking locations near the main entrance.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

43) Accessible route from parking to primary accessible entrance.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building is fully ADA compliant and has an accessible route from the accessible parking spaces to the main entrance.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

44) ADA compliant doors to entrance, bathrooms, assembly areas, gallery and display areas.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

All doors, including the entrance, bathroom, offices, and meeting areas, in the YA administrative building are accessible and ADA compliant with appropriate width, clearance, etc. Doors are not equipped with electric openers.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

45) Multi-level facility has an elevator or interior ramps at level changes.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building has an elevator from the main entrance to our offices.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

46) Restrooms (or unisex bathroom) used by the public are ADA compliant.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building has fully accessible bathrooms that include an accessible stall, push-in faucets, appropriate sink height, and signage in Braille.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

47) Seating area(s) of facility has the correct percentage of wheelchair locations on each level as required by law.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building does not have any seating areas of this type.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

48) ADA compliant signage (compliant signage would include Braille, correct type size, high contrast design elements, correct mounting and height).

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

Signage at the YA administrative building ADA compliant and uses 16 point font or larger, has high contrast, and includes Braille.

YA provides programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

49) ADA compliant box office window/information desk.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

N/A – YA does not operate or use a box office or information desk in the administrative building or schools in which we provide programming.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

50) ADA compliant concession stand.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

N/A – YA does not operate or use any concessions stands in the administrative building or schools in which we offer programming.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

51) ADA compliant performance/dressing room/artist space.

Please accurately describe this accommodation for ALL of the facilities you maintain or utilize.

The YA administrative building does not have a performance/dressing room/artist space.

YA offers programming in approximately 700 schools every year and ADA compliance varies for each school. All schools are required to review and complete an ADA Rider before booking.

If you do not offer the accommodation, please explain the timeline, estimated resources and the person responsible for implementing the accommodation.

54) Submission date:*

When you are satisfied that your plan is complete click Next and you will be given instructions on how to receive a copy of your plan.

To save the information on this page, please use the "Save and Continue" function on the next page.

New Page

If you are satisfied that your plan is complete and would like to request a copy of your completed plan, email Robert Carr, Director of Programs & Services, New Jersey Theatre Alliance @ rcarr@njtheatrealliance.org. If you have any questions, please contact Robert Carr @ 973-731-6582 x15

Thank You!

If you have any questions, please contact Robert Carr @ 973-731-6582 x15
