# Access Plan Worksheet Example 1

**ADAAG: Effective Communication 36.301 to 36.310 (Title III Regulations)**

<table>
<thead>
<tr>
<th>Barriers to address</th>
<th>Steps to reach solutions</th>
<th>Staff &amp; others responsible</th>
<th>Budgetary considerations</th>
<th>Start date</th>
<th>Expected completion date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make information in bimonthly newsletter accessible to people who are blind or have low vision</td>
<td>Resources used for this plan: ADA Fact Sheet 2: Providing Effective Communication; Title III Technical Assistance Manual, section 4.3200; Smithsonian Guidelines for Accessible Exhibition Design, “Checklist for Publications,” Appendix; Everyone’s Welcome, published by American Association of Museums, pp. 13-15, 25, 27, 52, 123; Design for Accessibility: An Arts Administrator’s Guide, Tab 21 and Tab 22.</td>
<td>J. Bird, Arts Education &amp; Accessibility Coordinator</td>
<td><strong>Staff Time:</strong> $______</td>
<td>March 2000</td>
<td>May 2000</td>
</tr>
<tr>
<td></td>
<td>Collect samples of alternate formats (large print, Braille, audio tape, electronic documents on disk or online) produced in-house and by other organizations.</td>
<td></td>
<td>* 16 hours research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Talk with staff responsible for administering these services.</td>
<td></td>
<td>* 4 hours/ newsletter</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consult with potential users; use collection of samples of alternate formats as basis for conversation.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research providers of alternate formats, including costs and time needed to produce the materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research feasibility of producing various alternate formats in-house.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decide which format(s) best suit the needs of users and of science center.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Decide who will produce the format(s).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Send electronic and hard copies of newsletters to alternate format provider. Distribute newsletter in alternate formats.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Resources used for this plan:**
- ADA Fact Sheet 2: Providing Effective Communication
- Title III Technical Assistance Manual
- Smithsonian Guidelines for Accessible Exhibition Design, “Checklist for Publications,” Appendix
- Everyone’s Welcome, published by American Association of Museums

**Budgetary considerations**
- **Staff Time:** $______
- * 16 hours research
- * 4 hours/ newsletter
- **Alternate format provider fees:**
  - * Studio time for recording audio tapes: $ 75/ issue
  - * Set up for disk format: $ 25/ issue
  - * Production time: $ 25/ issue
  - * Supplies: $1.25/disk
  - $4/cassette

**Start dates**
- March 2000
- April 2000
- May 2000
- June 2000
- Ongoing, start with Sep/Oct 2000 issue

**Expected completion dates**
- May 2000
- June 2000
- June 2000
- July 2000
- Ongoing, start with Sep/Oct 2000 issue