



The following guidelines have been adapted from:

The National Docent Symposium, "Adapting a Tour for Visitors with Disabilities"

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Leading a Tour for those who are Hearing-Impaired / Deaf

1. Place yourself facing a light source
2. Keep your hands clear of your mouth, in order to provide an unobstructed view of your face
3. Only speak when facing your audience
4. Find a place to speak away from background noises
5. Do not ask the audience to look and listen at the same time. Give guests enough to look at an object, then look back to you
6. Share the stage with the visiting interpreter
7. Use simple language and explain technical terms
8. When moving from room to room, wait until the entire audience has reassembled before continuing your lecture
9. Speak directly to the guest who is deaf rather than to the interpreter
10. Use the same volume as you would with any group. Shouting will distort your voice and make you harder to understand

Leading a Tour for those with Limited Mobility

1. Adjust the tour to the pace of your slowest guest
2. Ensure that a guest in a wheelchair can get to the front of the group so that he / she has an unobstructed view
3. Be sure to pick a place to speak that is near a chair or bench, so that those using walkers or crutches may sit, as well as being sheltered from inclement weather
4. Ask subtly before helping any person. The person is an expert about adaptations to meet his / her special needs and, in most cases, can tell you the easiest way that you can assist

Leading a Tour for those who are Visually-Impaired / Blind

1. Describe the size of objects as they relate to body parts instead of relating to units of measure

2. Do not be afraid to use colors when describing an object. Blind people also have their own impressions of color
3. Use clear, descriptive language. Look for details or interesting visual elements that you can describe
4. Never pet a guide dog while it is working
5. When giving directions, use the clock as a means of orienting a blind person. Give the location of the destination in steps / number of doorways instead of units of measure
6. Do not be sensitive to using words like “look” or “see.” Blind people also use these words