Checklist Without Barriers

This checklist transforms key recommendations of the Museums Without Barriers project into a practical tool. It helps you check whether communication, texts, wayfinding, interactive elements, and physical space are designed to make it easier for audiences to find their way, understand content, and move through an exhibition independently.

The checklist draws on research conducted among visitors with specific learning difficulties (dyslexia especially) and Generation Z audiences. Most of the recommendations, though, don't just benefit these groups: they contribute to a better visitor experience for a much wider range of audiences.

You can use the checklist when preparing a new exhibition, reviewing an existing one, or adopting changes in the way your institution communicates. Go through it while planning your exhibition, before installation, and before the public opening. Focus especially on areas that can't easily be adjusted once you've opened.

For a more detailed explanation of each recommendation, practical examples, and the reasoning behind them, see the Museums Without Barriers toolkit.

Authors: Eva Vázalová Gartnerová Martina Juříková Josef Kocourek Romana Zábojová Nicole Fryčová Mariana Chytilová Markéta Kukaňová

Editor: Mariana Chytilová

Reviewers: Šimon Kříž Andrea Kaňkovská

Illustration and graphic design: Matej Vázal

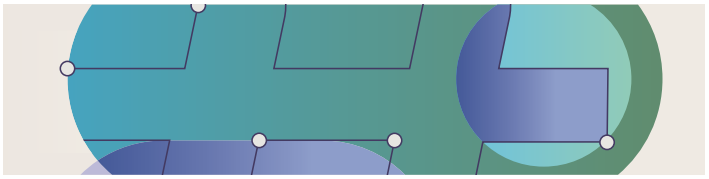
Translation and proofreading: Michal Richtar

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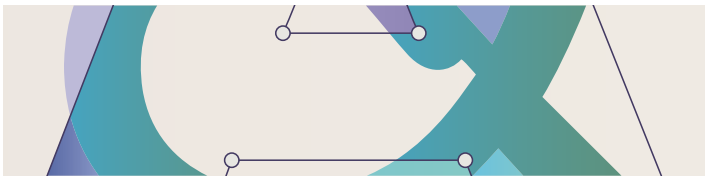
Tomas Bata University in Zlín
Faculty of Multimedia Communications

TA CR
Technology Agency of the Czech Republic



1. Marketing Communication

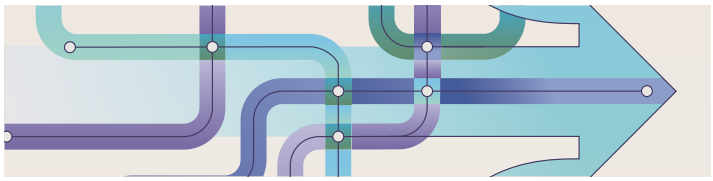
- All communication uses plain language and simple sentences.
- All necessary information is presented consistently, both visually and in content, across every media channel and format.
- Website content is also available in an audio version (text-to-speech).
- Information about the current exhibition, with a consistent visual style, appears on the institution's homepage, and that same visual identity dominates on social media too.
- Exhibitions are listed on the website from most to least recent.
- All key information (opening hours, admission, location) is visible at a glance on the institution's homepage.
- All communication for the exhibition is visually consistent and displays correctly on every type of device (tablet, phone, desktop).
- Social media profiles are kept up-to-date and include information about the current exhibition and any accompanying program.
- Videos and photos on social media have a short text caption.
- Relevant collaborators are tagged in posts.



2. Text and Typography

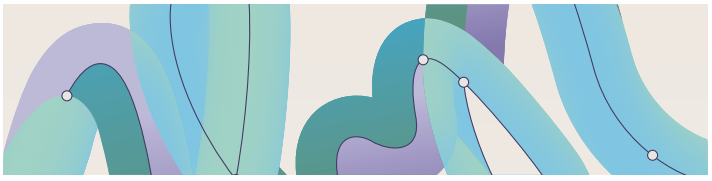
- You lead with the main message in your texts.
- The text opens with an element that captures attention and encourages reading.
- The text is understandable to readers with no prior knowledge of the topic and to anyone who wasn't involved in preparing it.
- Sentences are short, with each one communicating just a single main idea.

- Text is organized into short paragraphs or bullet points.
- There's adequate space between paragraphs.
- Key information is visually highlighted and easy to find without reading the whole text.
- The main message can be understood within 10 to 15 seconds.
- Text is left-aligned.
- The type is legible from a distance of at least 1.5 meters without needing to move closer.
- Line length doesn't exceed roughly 45 to 60 characters.
- Text is placed at a height that allows for comfortable reading, without bending down or reaching up.
- The panel is positioned away from shadows, glare, and visually distracting backgrounds.
- There's at least one alternative to the written text (such as an audio version, video, tactile element, or QR code).



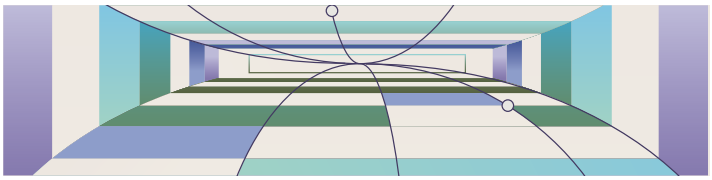
3. Wayfinding and Navigation

- Information about the layout of the space or the route is available on the website before the visit.
- Rooms and stops are clearly and legibly labeled.
- The exhibition respects audiences' natural tendency to turn right intuitively.
- Staff on-site are trained and ready to provide information about the exhibition and help people find their way.
- Wayfinding uses simple, widely recognized symbols with high graphic contrast.
- Pictograms pair a simple, familiar symbol with accompanying text.
- Directional arrows or clear signage are placed at critical points (intersections, staircases).
- A brochure with a floor plan, a simple map, or numbering supports wayfinding.
- If music or ambient sound is part of the space, it's subtle, and audiences can avoid it.



4. Interactive Elements

- The exhibition includes interactive elements that engage multiple senses (touch and hearing especially).
- Interactive elements have a direct, clear prompt to act (such as "Touch me").
- Controls for interactive elements are consistent across the whole exhibition.
- If the exhibition includes an audiovisual projection, it can be started, stopped, and restarted.
- The volume of any audiovisual projection can be adjusted.



5. Physical Space

- The exhibition space is easy to move through and free of physical barriers.
- The exhibition includes more varied or enclosed areas that create a sense of privacy.
- The space offers quiet zones.
- There are dedicated quiet hours with reduced sensory stimulation.
- A sensory map is available on the website or at the entrance, showing quiet zones, noisier areas, and strong light sources.
- The exhibition offers stimuli for multiple senses, including the option to listen to content or other audio elements.
- Lights are regulated, avoiding harsh or distracting lighting.
- Transition zones and rooms are adequately lit and clearly marked.
- Videos are placed far enough from text panels so as not to disrupt reading.
- Seating and rest areas are clearly marked and easy to find.
- Sensory aids (noise-canceling headphones, fidgets, or picture cards) are available at the ticket office or the entrance