

Event Center Captioning Checklist

Scheduling captioning for your games, concerts, performances, or conferences?

Use this checklist to make sure you've ticked all the boxes so your event can knock it out of the park!

Plan Ahead:

- Submit your event center schedule as soon as possible.

Even if some events will need to change due to weather or other cancellations, planning for captioning in advance and canceling it later is better than trying to scramble for service at the last minute.

Check Your Equipment:

- Plan time to test your equipment.
- Double-check with your provider on whether they provide equipment or expect you to have your own.
- Ask if your provider has an on-boarding process and is willing to troubleshoot with you.

Make Your Captions Easy to Find:

- If the captions are on a scoreboard or ribbon board, make sure they can be clearly viewed from any seat in the house.
- If you're streaming captions to a URL for fans to access on their mobile devices, make sure instructions for accessing the captions are easy to follow and readily available.
- Check your location's Wi-Fi and cell service. If you're streaming captioning, your fans will be relying on cell service or your Wi-Fi to access the captions. If there are "dead spots" within your venue, this can cause delays in captions.

Cover All the Bases:

- Plan to have your event captioned starting at least one hour prior to the event start and one hour after the event's end.

Stadium, arena, and event center captioning should provide accessibility and a level playing field for all those in attendance.

In-venue captioning not only provides captions for announcer commentary, but also for important announcements about use of the facility, emergency conditions, and/or safety instructions when needed.