



# Assistive Listening System Checklist

## ASSISTIVE LISTENING SYSTEM

Do you have a working assistive listening system?

- Yes
- No
- Unsure

Which assistive listening system do you have?

- Hearing loop
- FM
- Infrared

Do the hearing loop, FM, and infrared systems have headphones?

**Note:** at least 25 percent, but no fewer than 2 receivers must be hearing aid compatible. Earbuds, for example, are not hearing aid compatible.

- Yes  
If yes, how many? \_\_\_\_\_
- No
- Unsure

Do the FM and infrared systems have neckloops?

**Note:** hearing loops don't need neckloops

- Yes  
If yes, how many? \_\_\_\_\_
- No

Are the receivers charged, sanitized, and working correctly?

- Yes
- No

## PUBLIC ADDRESS SYSTEMS

Do you have a working PA system?

- Yes
- No

Have the audio volumes for the PA and the ALS been balanced?

- Yes
- No

Is there at least one microphone for Q & A?

- Yes
- No

## MICROPHONE USE

Correct microphone use with assistive listening systems is crucial. The microphone needs to be held closer to the mouth than if one were using a PA alone. A rule of thumb: at chin level, but not blocking the view of the lips.

**Have presenters been instructed on how to use a microphone?**

- Yes
- No

**Do you have a handout to distribute to presenters about microphone usage?**

- Yes
- No

**Do staff, presenters, and performers use the microphone every time?**

- Yes
- No

## BATTERIES

**Were the batteries for the wireless microphones checked before the event?**

- Yes
- No

**Were the batteries for the receivers checked before the event?**

- Yes
- No

## SIGNAGE

**Do you have signage that announces the assistive listening system?**

- Yes
- No

**Is the signage easy to find and read?**

- Yes
- No

**Is it clearly visible by doorways, kiosks, and information desks?**

- Yes
- No

## ADVERTISING

**Do you advertise your hearing accessibility?**

**On marketing materials?**

- Yes
- No
  - flyers
  - playbills
  - invitations
  - newsletters
  - house of worship bulletin

**On your website?**

- Yes
- No

**On social media?**

- Yes
- No

**Do you provide event or venue alternative telephone contact information, email?**

- Yes
- No

**If you offer ticketing by phone, do your operators know how to handle communication access inquiries?**

- Yes
- No

## **ANNOUNCEMENTS**

**Do you regularly announce your hearing accessibility at the beginning of events and explain how to use it?**

- Yes
- No

## **STAFF TRAINING**

Are staff trained about:

**Type of equipment?**

- Yes
- No

**Where to find it?**

- Yes
- No

**How to use it?**

- Yes
- No

**Knowledgeable about neckloops and telecoils?**

- Yes
- No

**Able to demonstrate and test equipment?**

- Yes
- No

**How to check out equipment?**

- Yes
- No

**How to maintain equipment?**

- Yes
- No

Can they troubleshoot problems?

- Yes
- No

## MAINTENANCE

Is there a protocol for managing equipment that's checked out—charging, replacing batteries, testing, repairing, sanitizing?

- Yes
- No

Do you test your assistive listening system regularly?

- Yes
- No

Do staff know whom to call for repairs?

- Yes
- No



This is the International Symbol of Access for Hearing Loss. The image with a T signifies a hearing loop. Post this symbol on your website, email marketing and advertising materials, along with a sentence about the type of hearing access you offer.

Contact for additional information:

[GITHInfo@hearingloss.org](mailto:GITHInfo@hearingloss.org)

11.9.2021ART