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 properly?
☐ 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 in 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 prior to the event?
- Yes
- No

Were the batteries for the receivers checked prior to 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?
- No
- Yes
  - 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

Contact for additional information:
GITHLinfo@hearingloss.org

This is the International Symbol for Hearing Access. 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.