



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 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



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.

Contact for additional information:

GITHInfo@hearingloss.org