



Project Details

Title: _____

Authors: _____

Start Date: _____

Planning and Scripting

- ☐ Write a **clear, concise script** using plain language.
- ☐ Include **descriptions of visual elements** in the script for later use in audio description or transcripts.
- ☐ Avoid relying on **visuals or audio alone** to convey important information.

Captions

- ☐ Provide **accurate, synchronized captions** for all spoken dialogue and relevant sounds.
- ☐ Include **non-speech elements** (e.g., [music], [laughter], [applause]) in captions.
- ☐ Use **closed captions** when possible, allowing users to toggle them on/off.
- ☐ Ensure **caption text is readable** (sufficient size, contrast, and duration on screen).

Transcripts

- ☐ Provide a **full transcript** of the video, including spoken content and descriptions of key visual elements.
 - ☐ Make the transcript **easily accessible** (e.g., linked below the video or in the video description).
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Audio Description

- ☐ Include **audio descriptions** for important visual content not described in dialogue (e.g., actions, scene changes, text on screen).
- ☐ Use **integrated audio description** or provide a **separate version** of the video with descriptions.

Visual Design

- ☐ Ensure **high contrast** between text and background.
- ☐ Use **large, legible fonts** for any on-screen text.
- ☐ Avoid **flashing or strobing effects** that could trigger seizures.
- ☐ Do not rely on **color alone** to convey meaning.

Audio Quality

- ☐ Ensure **clear, high-quality audio** with minimal background noise.
- ☐ Use **consistent volume levels** throughout the video.
- ☐ Avoid **overlapping dialogue** and **background music**.

Video Player Accessibility

- ☐ Use a **video player that supports keyboard navigation** and screen readers.
- ☐ Ensure the player allows users to **pause, rewind, and adjust volume** easily.
- ☐ Confirm that **captions and transcripts** are supported by the player.



Testing and Review

- ☐ Test the video with **screen readers** and **keyboard-only navigation**.
- ☐ Review captions and transcripts for **accuracy and completeness**.
- ☐ Solicit feedback from users with disabilities when possible.

Live Video Content

- ☐ Use a **platform that supports live captioning** (e.g., Zoom, Microsoft Teams, YouTube Live).
- ☐ Provide **real-time captions** using a qualified captioner or AI-based service with human oversight.
- ☐ Assign a **moderator or accessibility coordinator** to monitor and address accessibility issues during the event.
- ☐ Share **presentation materials in advance** (e.g., slides, handouts, agenda).
- ☐ Verbally describe **visual content** during the live session (e.g., charts, images, on-screen actions).
- ☐ Offer a **live transcript or recording with post-event captions and transcript**.
- ☐ Ensure **keyboard and screen reader accessibility** for all interactive elements (e.g., Q&A, polls, chat).
- ☐ Provide **alternative ways to participate**, such as email-based Q&A or phone dial-in options.