



## Live and Pre-Recorded Virtual Event Checklist & Resource

### → Pre-Production Planning

1. Schedule a human transcriber to provide captioning.  
(**Note:** Auto-generated captions may result in inaccuracies that make the content inaccessible to people with disabilities and non-conformant with Section 508. Human transcribers are strongly recommended.)
  - a. Name of Vendor and Point of Contact:
  - b. Total cost of captioning services: \$
  - c. Has funding been secured:                      Yes                      No
2. Prepare and confirm captions will be displayed in each language used during the event.
3. Ask speakers to add verbal descriptions of visual presentation elements to their dialogue. Visual backgrounds should be plain, to the extent possible, and contrast with the speaker's face.
  - a. Plan to verbally announce speaker changes, URLs, email addresses, titles, and credit screen information. Speakers should also orally repeat questions and other information that is shared in the chat.
4. Confirm the event platform (i.e., YouTube, Zoom, Microsoft Teams, Webex, etc.) supports navigating to (i.e., pressing TAB) and activating (i.e., pressing Enter or Spacebar) the media playback controls via the keyboard. During the event, include a statement for participants on how to access the accessibility features.
5. Ensure all presentation text and images of text against its background meet or exceed the minimally required contrast ratio of 4.5:1. (See Resources for more information.)
6. If the event will have documents attached or accompanying it (i.e., PDFs or PowerPoints), ensure the documents are accessible. See [HHS Conformance Checklists](#) under Resources for additional guidance.
7. Minimize flashing, moving, or animated actions during event activities.
8. Provide invitees information and/or instructions on how to request accommodations for the event. During the event, plan to provide contact information for those needing technical assistance during the event.
9. (Optional) Schedule sign language interpretation. (**Note:** Sign language interpretation is not required under the HHS Section 508 standards but may be provided. **Important:** Captions are always required.)
  - a. Confirm the event platform allows the user to adjust the sign language interpretation area up to full screen in size.



→ **Pre-Production Actions**

1. Verify closed captions are available and are synchronized with the audio.  
(**Note:** Captions must clearly identify the current speaker.)
2. Determine if all visual content is sufficiently described (including speaker changes, URLs, email addresses, titles, and credit screen information).
  - a. Add an additional audio track to provide audio descriptions if not all the video information is provided in the existing audio.
3. Confirm information and/or links are available in the event details regarding access to accessibility features, such as any supplemental and presentation material.
4. Work with your OpDiv Digital Accessibility Program to verify the video is conformant before it is posted to the internet/intranet.
5. Provide an artifact (i.e., checklist, report, etc.) from your OpDiv Digital Accessibility Program confirming conformance to the posting authority (i.e., Assistant Secretary for Public Affairs [ASPA]).

→ **Digital Accessibility Resources**

- [HHS Conformance Checklists](#): See the **Time-Based Media** worksheet, available in each checklist, for audio and video checkpoints. Checklists are included for PowerPoint, Word, Excel, PDFs, and web content and software.
- [Office of the Secretary Digital Accessibility Program Technical Resources](#):
  - See **Accessibility of Multimedia – PDF**.
  - For checking contrast, install the [Colour Contrast Analyser](#) or see the technical resource **Checking Document Color Contrast without an Installed Tool – PDF**.
- [GSA Resources for Creating Accessible Synchronized Media Content](#)
- [GSA Resources for Creating Accessible Meetings](#)