



Accessible Equipment Loan Program Handbook

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About The Accessible Equipment Loan Program

Your challenge: Your organization wants to start mounting accessible events, but you don't have the funds to support buying accessible technology.

Our equipment loan program: Cultural Access Collaborative offers free short-term equipment loans to Chicago-area cultural organizations. We maintain an inventory of equipment at the Peggy Notebaert Nature Museum, which then is used all over the Chicagoland area.

The goal of our Accessible Equipment Loan Program is to support organizations on their path to budgeting for accessible technology. After learning more about how the equipment works in your venue and beginning your outreach efforts, you can start to budget for your own equipment in the future. Our equipment loan program will help you demonstrate to colleagues that accessibility efforts are possible in your own organization, and that there is an eager audience for accessible programs.

Our Accessible Equipment Loan Program is made possible in part by the PERT Foundation and Michael and Mona Heath Fund. Special thanks to Chicago Academy of Sciences / Peggy Notebaert Nature Museum.

Support this program with a [donation](#) today!



Know What You Need

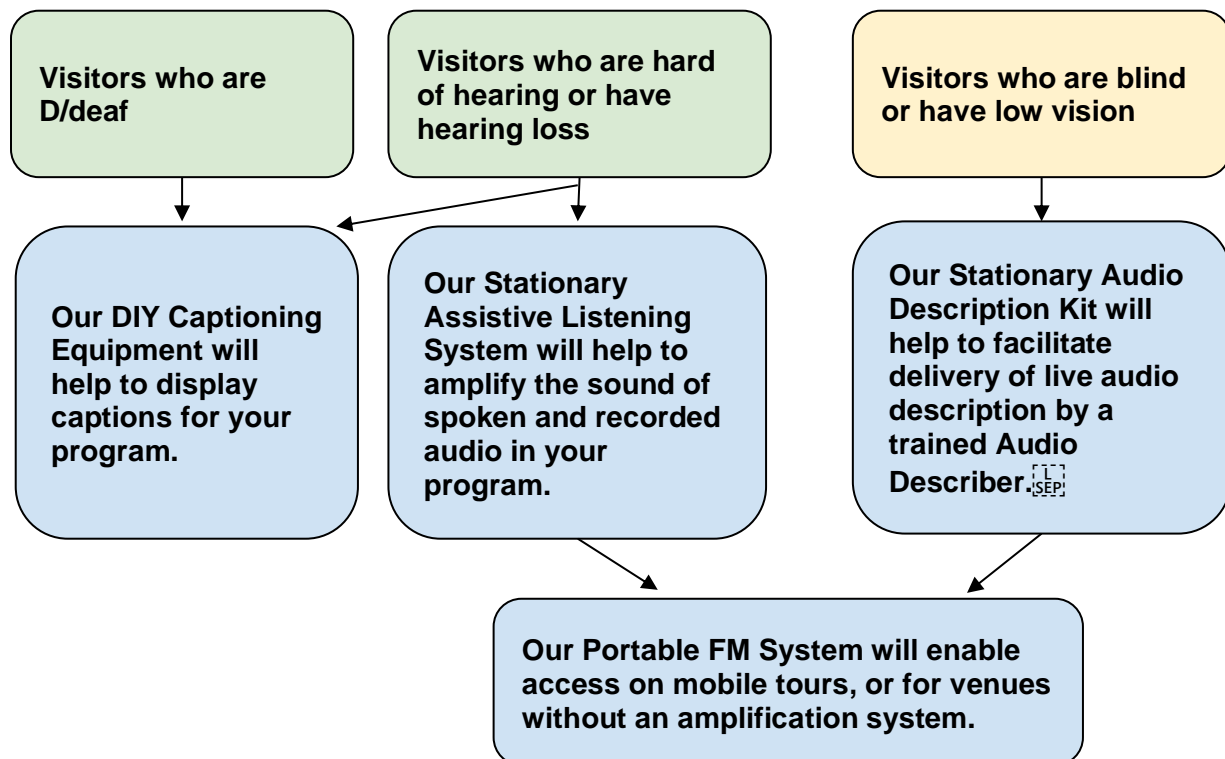
Our Equipment Loan program is intended to benefit three primary audiences:

1. Visitors who are D/deaf
2. Visitors who are hard of hearing or have hearing loss
3. Visitors who are blind or have low vision

The equipment available in our loan program includes:

- DIY Captioning Equipment
- Stationary Assistive Listening System / Audio Description Kit
- Portable FM System

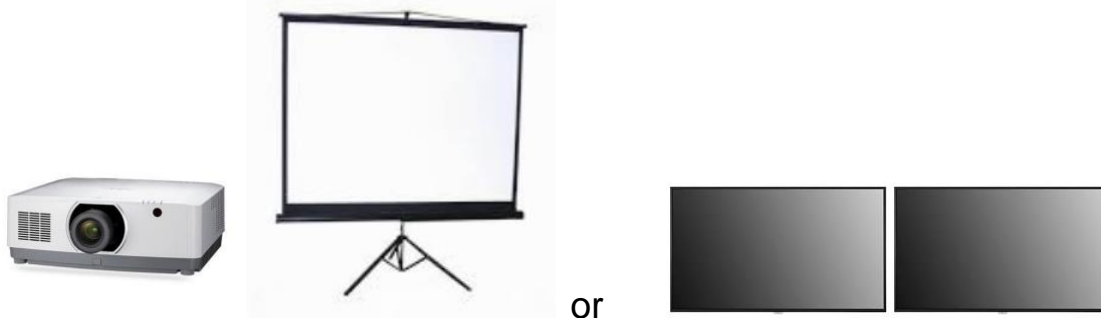
The equipment you need to borrow from us will differ depending on whose access needs you are planning to meet for your upcoming event(s).



Equipment for D/deaf visitors

If you are extending access to visitors who are D/deaf, you will need a way to display captions. Captions are lines of text that are time-synchronized with audio from your program and displayed on a **flat-screen monitor** or via a **projector and screen**. Captions can be pre-loaded from a script and advanced by a crew member. They can also be generated live by a stenographer for events like talkbacks that are not scripted.

Our [DIY Captioning Equipment](#) will support the display of captions at your event. You can borrow either a digital projector and screen or up to four 43" flat-screen monitors — whatever best supports your presentation. This kit includes an assortment of stands as well as VGA and HDMI cables.



Your organization is responsible for the following logistics:

- You must provide a **computer** for connecting to our projector or flat screen via the VGA or HDMI cables we provide.
- You may run pre-prepared slides via a personal computer and/or renter is responsible for identifying and contracting with a **Live Captioning professional**.*

** Questions about working with a Live Captioning professional? See our FAQs section.*

Equipment for visitors who are hard of hearing or have hearing loss

If you are extending access to visitors who are hard of hearing or have hearing loss, you will need a way to amplify the sound of spoken and recorded audio in your program. Assistive Listening Systems enable personal connections to audio sources in settings like theaters and lecture halls.

Our [Stationary Assistive Listening System](#) will support the amplification of mic'd sound at your event. The equipment you can borrow from us includes a stationary FM transmitter and multiple FM receivers that can be used with either headphones, earphones or induction neckloops.



Your organization is responsible for the following logistics:

- You must connect our stationary FM transmitter to your organization's **Public Address (PA) System or sound board**. This will enable the Collab's equipment to transmit mic'd sound directly to receivers used by individual audience members.

Equipment for visitors who are blind or have low vision

If you are extending access to visitors who are blind or have low vision, you will need a way to facilitate delivery of live audio description by a trained Audio Descriptor. Audio description is a form of live narration that provides visual information via a small radio receiver.

Our [Stationary Audio Description Kit](#) will support the delivery of live audio description at your event. The equipment you can borrow from us includes a stationary FM transmitter; multiple FM receivers that can be used with either headphones, earphones or induction neckloops; and a stenographer mask. (Note that the Audio Description Kit is identical to the Assistive Listening System, only with the addition of a stenographer mask.)



Your organization is responsible for the following logistics:

- Whoever is delivering the spoken narration must speak into the stenographer mask during the event. Make sure the mask forms a tight seal around the speaker's mouth for effective soundproofing.
- You must identify and contract with a **trained Audio Descriptor**.*

* *Questions about working with a trained Audio Descriptor? See our FAQs section.*

Equipment for mobile tours or for venues without amplification

Our [Portable FM System](#) will enable assistive listening access on mobile tours, or for venues without an amplification system; it can also be used to deliver audio description narration during mobile tours. The equipment you can borrow from us includes one (1) portable transmitter with microphone, and multiple FM receivers that can be used with either headphones, earphones or induction neckloops.



Your organization is responsible for the following logistics:

- Whoever is delivering the spoken tour content must wear the portable transmitter with microphone.
- If delivering audio description for a mobile program, you must identify and contract with a trained Audio Describer.*

** Questions about working with a trained Audio Describer? See our FAQs section.*

Submit Your Request

Borrowing our equipment begins with submitting a request through the equipment loan process on our website.

Step 1. Visit our home page - <https://culturalaccesscollaborative.org/>

Step 2. Click the dropdown menu and select [Equipment Loans](#)

Step 3. Review information about available equipment and choose what you need.

Step 4. When ready, click Borrow This Equipment.

Step 5. Fill out the [Equipment Loan Request Form](#) and click Submit!

Please note the following:

- Please submit this form at least **14 days in advance** of your requested pick-up date. We encourage you to make arrangements much earlier than this minimum; some organizations will arrange an equipment loan with us months in advance.
- Please allow for 3 business days for a response.
- Equipment is loaned on a first come, first served basis. The program is available for Chicagoland use only.
- All Equipment Loan pick-ups and returns are at the Peggy Notebaert Nature Museum at 2430 N. Cannon Drive.
- Currently, pick up is only available on **Thursdays** and **Fridays** between 11AM-3PM at the Peggy Notebaert Nature Museum; and drop off is only available on **Mondays** and **Tuesdays** between 11AM-3PM at the Peggy Notebaert Nature Museum.
- The typical rental period is Thursday through Tuesday, but requests can be made for periods of up to two weeks.

Questions? Email Equip@CulturalAccessCollab.org

Here is a preview of the Equipment Loan Request Form

Name of Performance or Event

Event Type (play, music performance, museum event, lecture, other)

Organization

Organization Contact - please identify the name(s) of the people who will be picking up and dropping off the equipment.

Organization Email

Phone number

Accessibility Service(s) required – you can choose multiple using the ‘Add’ function.

Date and Time of First Event

Date and Time of Final Event

Pickup Date

Return Date

Please tell us about your event(s) in as much detail as possible, in terms of equipment being requested, services being provided, and how equipment is being used. Please let us know of any questions about pick up, set up, or specific equipment included in your loan. Please note that all pick up and drop off is at the Peggy Notebaert Nature Museum.

What To Expect Next

Equipment Loan Requests are received and reviewed by a team of volunteers at Cultural Access Collaborative. Expect a response from us in three (3) business days. If you do not hear from us within this time frame, please check your Spam folder. You may also reach out to Equip@CulturalAccessCollab.org to check on the status of your request.

Equipment is loaned on a first come, first served basis. If the requested equipment has already been scheduled for loan to a different organization, our volunteers will reach out to you over email. We may need to coordinate a different pick up or drop off time with you or another borrowing party.

If the requested equipment is available, you will receive an email from Equip@CulturalAccessCollab.org with the Subject line, "Your Equipment Loan is Confirmed." We will list the equipment you have requested, and also note the pickup and drop off location and schedule.

Before you can pick up our equipment, you will need to complete our **required Rental Waiver and Release of Liability Form**, which clarifies that the Renter assumes full responsibility for any damage, loss or theft that may occur to the Equipment during the Rental Period, as well as any injuries or damages that may occur to any person through the use of the Equipment during the Rental Period.

Equipment will not be released until this liability form has been received. We will send you an email confirming its receipt.

Posting To The Access Calendar

If you're borrowing our access equipment, we encourage you to submit your accessible event to our Access Calendar!

Cultural Access Collaborative maintains a calendar of accessible events in the Chicagoland area. To view the calendar of upcoming events, visit CulturalAccessCollab.Org and choose [Access Calendar](#) from the dropdown menu. Visitors can navigate through events based on event category, day, time, cost, and accessible service.

To Submit your organization's accessible event, select [Submit an Event](#) from the top header area of any page on CulturalAccessCollab.Org.

Please note the following:

- Please submit events at least three (3) weeks in advance of your event.
- In your submission, be sure to include what access services are being provided at your event. These can include things like:
 - ASL Interpretation, Assistive Listening Devices, and Captioning
 - Audio Description, Image Description, Touch Tours, and Braille or Large Print Programs
 - Sensory Friendly, Quiet Spaces and Low Lighting
 - Wheelchair Accessibility
 - Virtual or Hybrid programming and Mask Requirements
 - Note that Free or Pay-What-You-Can admission, while included as an access service in our form, do not by themselves qualify an event as accessible.

Our team reviews Access Calendar submissions once a week and will approve or reject events based on whether clear explanations have been given for how programming will be made accessible. We will reach out to you with a request for additional clarification if needed. Questions about the Access Calendar? Email Info@CulturalAccessCollab.Org.

Picking Up Your Loan



All Accessible Equipment is housed at Peggy Notebaert Nature Museum, which is located at [2430 N Cannon Drive, Chicago, IL 60640](https://www.pnmuseum.org/visit-us).

Pick up is only available on Thursdays and Fridays between 11AM-3PM at the Peggy Notebaert Nature Museum. All pick-ups must be facilitated in person by the individual(s) indicated as contacts in the Equipment Loan Form.

Free parking is available on Cannon and Stockton Drive, and a limited number of wheelchair accessible parking spots are located near the front entrance on Cannon Drive.

Enter the museum via the main entrance off Cannon Drive and let someone in the lobby know that you are here to borrow equipment from the Cultural Access Collaborative Equipment Loan Program.

We highly recommend that you transport our equipment in a vehicle. Our kits come in large, heavy plastic bins that are difficult to transport on public transportation, and impossible on bicycle. Larger equipment such as the flat-screen monitors and stands can be loaded directly into your vehicle from the loading dock just north of the main entrance off Cannon Drive.

At this time, proof of COVID-19 Vaccination and face masks are no longer required for entry to the museum, although this policy is subject to change pending local health guidelines. Staff at Peggy Notebaert Nature Museum will continue to take precautions by cleaning technology with an electronics-safe spray.

Returning Your Loan

All our Accessible Equipment is housed at Peggy Notebaert Nature Museum, which is located at [2430 N Cannon Drive, Chicago, IL 60640](#).

Currently, drop off is only available on Mondays and Tuesdays between 11AM-3PM at the Peggy Notebaert Nature Museum. All returns must be facilitated in person by the individual(s) indicated as contacts in the Equipment Loan Form. Do not drop and go! Please wait until a staff member at Peggy Notebaert Nature Museum has received your kit in person and confirmed that your return is complete.

When your loan period is complete, please box the equipment back up in the original containers. Every kit comes with a **laminated Inventory List** that lists what equipment belongs in which container, such as a hard case, large or small plastic bin, monitor bag, backpack, or drawstring bag. Use this list to check and confirm that ALL parts and materials are included. Take care to return plastic bins with their lids, and please return the inventory list inside the appropriate container, as indicated.

Free parking is available on Cannon and Stockton Drive, and a limited number of wheelchair accessible parking spots are located near the front entrance on Cannon Drive.

Enter the museum via the main entrance off Cannon Drive and let someone in the lobby know that you are here to return equipment from the Cultural Access Collaborative Equipment Loan Program.

In the event that equipment is lost or destroyed during the loan period, note that your organization is responsible for replacement of that equipment at their own expense. Similarly, if equipment is damaged, your organization is responsible for the expense of repair or replacement, as reasonably determined by the Collab and the Nature Museum.

Unboxing Your Kit

The following pages contain Inventory Checklists for each kit that can be checked out through Cultural Access Collaborative's Accessible Equipment Loan Program.

A laminated copy of the relevant Inventory Checklist is included in each kit:

- Please refer to this Inventory Checklist when unboxing your kit to confirm that all items are included.
- When returning equipment, please refer to this Inventory Checklist again, to confirm that all items are returned and located in their proper containers.

Stationary Assistive Listening / Audio Description Equipment

Our **Stationary Assistive Listening System** will support the amplification of mic'd sound at your event. The same equipment can also function as a **Stationary Audio Description Kit** that will support the delivery of live audio description at your event. You cannot use the same system for Assistive Listening and Audio Description at the same time. If you need both, you will need to borrow the two (2) separate systems and ensure that there is no channel crossover. Our system uses FM broadcast signals.

There are two (2) Stationary ALS/AD Kits in our Accessible Equipment Loan Program. Each kit contains 11 receivers. Each receiver can be used with a set of headphones or earphones, or a neckloop attachment.

If you anticipate having more than 11 participants in your access program, you can reserve both kits for a total of 22 receivers.

For Product Manuals, see:

- [Williams Sound PPA T45 NET D User Manual](#) (Quick setup steps on Page 12)

Troubleshooting Quick Tips:

- If a receiver is not working, check to confirm that: a) the battery switch (only accessible when batteries have been removed) is set to NiMH, not Alkaline; b) the rechargeable batteries are fully charged; c) the +/- ends of the battery are properly inserted.
- Use Channel Select button to find the correct FM channel. You may need to push the button multiple times to sync with the transmitter.
- The stationary transmitter can connect to either a sound board or a separate solo microphone. If the transmission signal is failing to reach the receivers, check Main Menu > Audio Settings > Audio Source. Refer to the User Manual and communicate with your production team on what setting is best. For instance, you may need to switch Audio Source to Digital or Analog Line In depending on your set up.

Stationary ALD/AD KIT 1

(Assistive Listening / Audio Description)

This kit includes:

- **One large clear plastic bin + lid**, containing:
 - **Hard carrying case**, with:
 - 11 receivers
 - 1 mobile transmitter
 - Four (4) neckloop attachments
 - Stationary transmitter, with Velcro attachment to:
 - 1 antenna
 - 2-piece power cord for Stationary transmitter
 - **One small clear plastic bin + lid**, with:
 - One Steno mask with XLR cable
 - One XLR to 3.5mm converter for Steno mask
 - One lavalier microphone (lapel)
 - One head worn microphone (Britney Spear style)
 - **One small clear plastic bin + lid**, with:
 - **One velvet drawstring bag**, with:
 - 6 pairs of headphones (over both ears)
 - **One velvet drawstring bag**, with:
 - 7 single earphones (over-ear)
 - 6 single earbuds (in-ear)
- Two (2) rechargeable battery charger stations (in Ziploc bag)
 - 16 rechargeable batteries
- One (1) 2-piece power cord for charger stations (in Ziploc bag)
- Sanitizer spray canister
- Laminated Inventory Checklist

Stationary ALD/AD KIT 2

(Assistive Listening / Audio Description)

This kit includes:

- **One large clear plastic bin + lid**, containing:
 - **Hard carrying case**, with:
 - 11 receivers
 - 1 mobile transmitter
 - Four (4) neckloop attachments
 - Stationary transmitter, with Velcro attachment to:
 - 1 antenna
 - 2-piece power cord for Stationary transmitter
 - **One small clear plastic bin + lid**, containing:
 - One Steno mask with XLR cable
 - One XLR to 3.5mm converter for Steno mask
 - One lavalier microphone (lapel)
 - One head worn microphone (Britney Spears style)
 - **One small clear plastic bin + lid**, containing:
 - **One felt drawstring bag** containing:
 - 6 pairs of headphones (over both ears)
 - **One felt drawstring bag** containing:
 - 7 single earphones (over-ear)
 - 6 single earbuds (in-ear)
 - Two (2) rechargeable battery charger stations (in Ziploc bag)
 - 16 rechargeable batteries
 - One (1) 2-piece power cord for charger stations (in Ziploc bag)
 - Sanitizer spray canister
 - Laminated Inventory Checklist

Portable FM System

Our **Portable FM System** will enable assistive listening access on mobile tours, or for venues without an amplification system; it can also be used to deliver audio description narration during mobile tours and events.

There is currently only one (1) Portable FM System in our Equipment Loan Program. If this kit is unavailable, never fear! Both of our Stationary ALS/AD Kits also include a mobile transmitter, which enables the borrower to convert the stationary system into a portable one.

Please note that this Portable FM System will **not** connect to your organization's Public Address (PA) System.

This kit contains 11 receivers which can be used with headphones, earphones, or neckloop attachments. If you anticipate having more than 11 participants in your access program, you can also reserve one of our Stationary ALS/AD Kits for a total of 24 receivers.

For Product Manuals, see:

- [Williams PPA T46](#) (transmitter) and [Williams PPA R37](#) (FM receiver)

Portable FM System 1

(Assistive Listening / Audio Description)

This kit includes:

- **One hard carrying case** containing:
 - 11 receivers
 - 1 mobile transmitter
 - Charging station (inset in carrying case) for receivers
 - 2-piece power cord for charging station
 - Four (4) neckloop attachments
 - One Steno mask with 3.5mm cable
 - One lavalier microphone (lapel)
 - One head worn microphone (Britney Spears style)
- **One navy blue backpack** containing:
 - **One felt drawstring bag**, with:
 - 6 pairs of headphones (over both ears)
 - **One felt drawstring bag**, with:
 - 6 single earphones (over-ear)
 - 4 single earbuds (in-ear)
 - Sanitizer spray canister
 - Laminated Inventory Checklist

DIY Captioning Equipment

Our [DIY Captioning Equipment](#) will support the display of captions at your event. You can borrow either a **digital projector and screen** or up to four (4) **43" flat-screen monitors** — whatever best supports your presentation.

Projector Caption Kit 1 does not include a projection screen. Projection Screen 1 must be requested separately (see below).

When mounting the flat screen television monitors, please note the following:

- **Ensure the safety of both the equipment and the people at your event by securely mounting each monitor.** Never simply rest the monitor upright against another surface!
- All caption kits include a hanger attachment on the back of the monitor.
- Caption Kit 1 is the only one that includes a Stand and Mount. If Monitor Stand is needed, please request “Caption TV with Stand” in Equipment Loan Request Form.
- Caption Kits 2 and 3 include two (2) stand feet that can be attached with mounting screws.

When reserving two (2) monitors, you can make use of the included **HDMI Splitter** and the 50-foot HDMI cable. These will enable the same caption feed to display on both monitors.

When reserving three (3) or four (4) television monitors, please note that we have a four-way HDMI splitter that can be specially requested. Be sure to communicate this request in your communication with the Collab volunteer who is coordinating your loan.

Troubleshooting tip: Power on both the TV and the laptop or projector **BEFORE** trying to connect the HDMI. Devices recognize the HDMI input more reliably when all systems are powered on first.

Caption Kit 1 (with Monitor Stand)*

This kit includes:

- **One monitor stand** (58 inches tall, adjustable)
- **One black monitor bag**, containing:
 - 43" flat-screen monitor with attached two-prong stand mount
 - Phillips head screwdriver (in Ziploc)
 - Hex wrench (in Ziploc)
 - Laminated Inventory Checklist
- **One black backpack**, containing:
 - HDMI cord (50 feet long)
 - HDMI splitter cardboard box, with:
 - HDMI splitter
 - USB charger (2 pieces)

** **Note:** If Monitor Stand is needed, please request Caption TV with Stand in Equipment Loan Request Form*

Caption Kit 2

This kit includes:

- **One black monitor bag**, containing:
 - 43" flat-screen monitor with attached wall mount
 - Two monitor stand feet, with:
 - Mounting screws
 - Remote control, with:
 - 2 AAA batteries
 - Phillips head screwdriver
 - Laminated Inventory Checklist
- **One black backpack**, containing:
 - HDMI cord (50 feet long)
 - HDMI splitter cardboard box, with:
 - HDMI splitter
 - USB charger (2 pieces)

Caption Kit 3

This kit includes:

- **One black monitor bag**, containing:
 - 43" flat-screen monitor with attached wall mount
 - Two monitor stand feet, with:
 - Mounting screws
 - Phillips head screwdriver
 - Laminated Inventory Checklist:
- **One black backpack**, containing:
 - HDMI cord (50 feet long)
 - HDMI splitter cardboard box, with:
 - HDMI splitter
 - USB charger (2 pieces)

Caption Kit 4

This kit includes:

- **One black monitor bag**, containing:
 - 43" flat-screen monitor with attached wall mount
 - Note: HDMI 1 is defective. Use HDMI 1 or 2.
 - Two monitor stand feet, with:
 - Mounting screws
 - Laminated Inventory Checklist
- **One black backpack**, containing:
 - HDMI cord (50 feet long)
 - HDMI splitter cardboard box, with:
 - USB splitter
 - USB charger (2 pieces)

Projector Caption Kit 1

This kit includes:

- **One hard case**, containing:
 - Projector
 - HDMI cable
 - VGA cable
 - Power cable
 - Laminated Inventory Checklist

***Note:** This kit does not include a projection screen. Projection Screen 1 must be requested separately (see below).*

Projection Screen 1 (optional add-on)

This add-on includes:

- **One retractable projection screen** with tripod stand

How-To Videos

How-To: Equipment Loan Program

<https://www.youtube.com/watch?v=YSofX6HtR-Q>



Curious about Cultural Access Collaborative's Accessible Equipment Loan Program and how it works? Watch this tutorial on the goals of the program, updates on how to access resources, and how the program has helped shape accessibility initiatives for our users. This program also explores some "how-to's" and goals of our Access Calendar.

ASL, Audio Description, and Closed Captioning included.
Presented January 25, 2022.

FAQs

Is the Accessible Equipment Loan Program really free?

Yes! Organizations can borrow our equipment for free, just like a book from the library. There are no rental fees. However, organizations are liable for damaged or lost equipment.

Can people use their own earphones or neckloop attachments with the receivers that are part of the Assistive Listening System and Audio Description Kit?

Yes. All our receivers have standard 3.5mm jacks. Note, however, that our receivers are not Bluetooth-enabled for connectivity.

Does an HDMI cable come with the kits?

A 50' HDMI cable comes with the captioning monitor screens and Projector Kit.

What does the cleaning process look like during COVID?

Upon return, headphones, earphones and neckloop attachments are sprayed with a tech safe sanitizing spray, and then are kept in storage for 24-48 hours. No equipment can be returned and sent out on the same day.

What if I have questions about the equipment or need help with technical troubleshooting?

Equipment Loan check-ins and returns can be coordinated with our volunteers who monitor the equip@culturalaccesscollab.org email. For questions about how to use the equipment, please refer to this How To Guide which may contain online links to product manuals when available.

For how long can organizations borrow this equipment?

Organizations typically borrow our equipment for 1 to 2 weeks. If a longer loan period is needed, please discuss with Collab volunteers at equip@culturalaccesscollab.org.

My organization is ready to purchase. What system do you recommend?

Nothing beats the convenience of owning your own equipment! While we cannot consult on your purchase choices, we recommend you start by researching the following companies: [TC Furlong](#); [Williams AV](#); [Sennheiser](#); [Listen Technologies](#).

Where can I share feedback about the Accessible Equipment Loan program?

We welcome your feedback! Suggestions can be emailed to: equip@culturalaccesscollab.org.

How do I know whether to provide Captions versus Assistive Listening?

There are several ways to extend access to consumers who are D/deaf or hard of hearing. Each tool benefits different demographics, and preferences will vary – so learn more about your audiences' needs to guide decisions about which accommodations to provide.

Assistive listening devices provide access to those who are hard of hearing and who benefit from amplification of audio at public events.

Captions benefit several different audiences, including those who are hard of hearing or D/deaf. Captions may be preferred by those who do not benefit from amplified audio.

American Sign Language Interpretation is a third option, often preferred by D/deaf individuals who are fluent in ASL.

Ideally an organization would provide all three services for excellent coverage of D/deaf and hard of hearing audience's needs. But financially, we recognize that is not always possible. Consider providing one service by default and taking requests for other access needs.

Where can I find a Live Captioning professional for my event?

When borrowing our DIY Captioning Equipment, your organization is responsible for identifying and contracting with a Live Captioning professional.

The first step in identifying a Live Captioning professional is to clarify which type of captions are needed.

Will captions need to be generated in real time for extemporaneous speech, such as lectures, panel discussions, improvisations, or Q&As?

If so, you will need to work with a professional Realtime captioner, also known as a Communication Access Realtime Translation (CART) provider. These professionals charge an hourly rate and will need to connect their gear (such as a laptop and steno keyboard) to either a digital projector & screen or a 43" flat-screen monitor — whatever best supports your presentation.

To find local providers, please refer to the Illinois Court Reporters Association (ILCRA) and their list of CART Providers:

<https://www.ilcra.org/cart-providers>

Will captions need to be created for a pre-scripted program, such as a theatrical performance?

If you have scripted material, you can simply use PowerPoint and have a staff member or volunteer populate the scripted captions on the individual PowerPoint slides. During the performance, that staff member or volunteer would then advance the slides when the speaker gets to that scripted portion of the performance.

There are also more advanced tools for scripted captions provided by third party companies such as [CaptionPoint](#) and [C2](#). CaptionPoint also has excellent resources on how to create your own in-house captions on PowerPoint at <https://www.captionpoint.com/resources> (scroll down to "The art of scripted captioning").

Where can I find ASL Interpreters for my event? What about professional Audio Describers?

Cultural Access Collaborative encourages you to connect with us via info@culturalaccesscollab.org with questions about ASL Interpreter and Audio Describers. You can also [join the Collab listserv](#) to ask for recommendations from our network. Or introduce yourself to a provider at the next accessible event that you attend!