



# National Network

Information, Guidance and Training on the  
Americans with Disabilities Act

Call us toll-free  
1-800-949-4232 V/TTY

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[www.adata.org](http://www.adata.org)



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## Press Conference Checklists

The Federal Communication Commission (FCC) requires emergency communication to be accessible to people who are deaf, hard of hearing, blind or visually impaired<sup>1</sup>. During an emergency, press conferences provide critical information to the public. It is important that information is accessible to people with disabilities.

Use the following checklist as a tool to ensure that your press conference is accessible to people with disabilities. This checklist includes general guidelines on site accessibility, sign language interpretation and filming guidance.

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<sup>1</sup> Accessibility of Emergency Information on Television (<https://www.fcc.gov/guides/emergency-video-programming-accessibility-persons-hearing-and-visual-disabilities>)



## Press Conference Checklist

Accessibility Element	Barrier Removed	Comments
Date of press conference.		
Time of press conference.		
Location of press conference.		
Evaluate accessibility of location of press conference. <sup>2</sup>		
Determine press conference participants.		
Determine reasonable accommodations and/or auxiliary aids or services for press conference participants.		
Request American Sign Language Interpreter(s) (ASL).		

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<sup>2</sup> See Checklist for Readily Achievable Barrier Removal (<http://www.ada.gov/checkweb.htm>)



## Press Conference Checklists

Accessibility Element	Barrier Removed	Comments
<p>Distribute, "Save the Date" notice if time permits. This should include information on requesting reasonable accommodations, auxiliary aids and services such as sign language interpretation, Communication Access Real-Time Transcription (CART), Assistive Listening Devices (ALD), etc. may be provided upon request. Please make your request 72 hours prior to the meeting. For additional information contact (XXX) XXX-XXXX or 711 relay.</p>		
<p>Confirm parking.</p>		
<p>Ensure availability of equipment:</p> <ul style="list-style-type: none"><li>• Podium (wheelchair accessible)</li><li>• Microphone</li><li>• Speaker system (Sign Language Interpreter may need ALD or feed from the system in order to hear properly.)</li><li>• Media multiplex box</li><li>• Lights (a light should be focused on the Interpreter.)</li></ul>		
<p>Press communication (media advisories/press releases.) See Press Conference Media Guidance Checklist below.</p>		



## Sign Language Interpreters Checklist

Accessibility Element	Barrier Removed	Comments
Supply Interpreter with names, agencies and titles of anyone who will be speaking or introduced.		
Supply interpreter with printed speech or comments if available.		
Provide Interpreter with access to any briefing meetings for those who will be involved in the press conference or event.		
Provide Interpreter with the current status of the situation: areas affected, number of injured and/or dead, what the public will be instructed to do and told not to do.		
Provide Interpreter with viewing access to the same monitor as the speaker if a teleprompter is being used.		
Position audio speakers behind the Interpreter (or have a feed directly to the interpreter via assistive listening systems.)		



## Press Conference Checklists

Item	Barrier Removed	Comments
Check the lighting system so that it does not impede the Interpreter or the interpretation of information.		
Instruct individuals standing behind the Interpreter to refrain from any sudden or distracting movements.		
Instruct other to keep the area between the Interpreter and the podium clear. The Interpreter should stand either to the immediate left or right of the podium.		
For on-going or multi-hour incidents, keep an Interpreter on site to ensure availability.		



## Press Conference Filming Guidance

Item	Barrier Removed	Comments
<p>Interpreters should not be obstructed. This means:</p> <ul style="list-style-type: none"><li>✗ Do not cover Interpreters with B-roll.</li><li>✗ Do not cover Interpreters with maps.</li><li>✗ Do not cover Interpreters with people standing in the way.</li></ul>		
<p>The Federal Communication Commission mandates that all verbal information is captioned and that all visual information is provided verbally.</p>		
<p>Camera personnel/staff should ensure that the Interpreter is properly in frame and they should be reminded to do so.</p>		

For more information, call and speak to an ADA specialist at **1-800-949-4232**. All calls are confidential.

Content was developed by the Pacific ADA Center, and is based on professional consensus of ADA experts and the ADA National Network.



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