

# CAPTIONING REQUEST FORM

This form gathers information about your event through simple radio buttons where you tick boxes based on your needs. Data is then generated to assist you in choosing the appropriate speech-to-text service provider.

Please submit your completed form to [info@speechtotextcaptioning.org](mailto:info@speechtotextcaptioning.org).

**Your Name:** \_\_\_\_\_

**Your Email:** \_\_\_\_\_

**Affiliated Business (if applicable):** \_\_\_\_\_

**Event details:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_

METHODS	STENO*	VOICE*	ASR*	MEANING FOR MEANING*
<b>#1 Why are you considering captioning at this live event?</b> (Check all that apply)				
<input type="checkbox"/> Request by D/HOH consumer	X	X	X	X
<input type="checkbox"/> Comply w/ADA, another requirement	X	X	X	X
<input type="checkbox"/> Create text record of event	X	X	X	X
<input type="checkbox"/> Showcase speech-to-text technology	X	X	X	X*
<input type="checkbox"/> Assist foreign language speakers	X	X	X	X
Other (Specify):				
<b>#2 Will there be professional audio/video personnel present?</b>				
If so, the service provider and the audio/video provider should work together to ensure that there will be no technical issues during your event.				
Choose an item.	X	X	X	X
<b>#3 Will your event be technical in nature?</b>				
If so, be sure your service provider receives any preparatory materials well in advance of your event.				
Choose an item.	X	X	X	X
<b>#4 What is the format of the event?</b> (Check all that apply)				
<input type="checkbox"/> Single speakers from podium	X	X	X	X
<input type="checkbox"/> Q/A interview style	X	X	X	X
<input type="checkbox"/> Round table/panel discussions	X	X	X	X

<input type="checkbox"/> Audience participation	X	X	X	X
Other (Specify)				
<b>#5 Will you require captioning on video recordings of the event?</b> If so, notify your service provider that you will want the captions to be added to the recording of your event.				
Choose an item.	X	X	X	X
<b>#6 Will you require transcripts following the live event?</b> If so, be sure to provide your service provider with your contact information.				
Choose an item.	X	X	X	X
<b>REMOTE v ONSITE QUESTIONS</b>		<b>REMOTE* PROVIDER</b>		<b>ON-SITE* PROVIDER</b>
<b>#7 Where will the event be held?</b> (Check all that apply)				
<input type="checkbox"/> Auditorium/Lecture Hall		X		X
<input type="checkbox"/> Hotel/Conference Facility		X		X
<input type="checkbox"/> Conference Room/Office		X		X
<input type="checkbox"/> Online Platform (Zoom, WebEx, Adobe Connect, Blackboard, Google Meet, Microsoft Teams, etc.		X		X
<input type="checkbox"/> Webcast - government meeting, sporting event, church service, commencement, etc.		X		X
<input type="checkbox"/> Broadcast (Television)		X		X
<input type="checkbox"/> Stadium/Large Event Facility		X		X
<b>#8 How will people attend?</b> (Check all that apply)				
<input type="checkbox"/> On-site only		X		X
<input type="checkbox"/> Internet/Broadcast only		X		X
<input type="checkbox"/> Telephone only		X		X
<input type="checkbox"/> Combination of above		X		X
<b>THINGS TO CONSIDER</b>		<b>PLEASE REMEMBER</b>		
<b>How will the captioner receive high-quality audio?</b>				
Audio coupler from sound board				
Dial-in telephone				
Computer to Internet				
Webcast video	Webcast will be delayed, so if captioning will be viewed on-site at the venue, the captioner will need to receive live audio so the on-site captions are not delayed.			
Online platform				
Wired mic(s) through computer				

Wireless mic(s) through computer	
Telephone with speakerphone	
<b>Will there be slides or demonstratives shown during the event?</b>	
Yes	Spellings of proper names and technical terms will be present on slides and should be provided to the captioner in advance. Captioners must prepare in advance and add event-specific terminology
No	
<b>Will there be videos shown during the event?</b>	
Yes	Videos should be captioned in advance for best quality captions. If they are not captioned, please provide scripts in advance to the captioner. If there are no scripts, then the captioner should be asked to transcribe or caption the videos in advance. Many caption companies will not real-time caption videos during live events.
No	
<b>Will there be music lyrics needing to be captioned during the live event?</b>	
Yes	Please provide a list of songs, in the order they will be played. Captioners need the lyrics to caption music accurately and without those lyrics the captioner will have difficulty. Auto speech recognition may not work well for captioning musical lyrics.
No	
<b>How many people are expected to attend event?</b>	
Fewer than 50	
5-200	
200-1,000	
1,000-10,000	Extra charges may apply for streaming captions to large audiences, and you should discuss this with your captioning provider.
More than 10,000	Extra charges may apply for streaming captions to large audiences, and you should discuss this with your captioning provider.
<b>Who will view captioning during the event?</b>	
Visible to all	Open captioning is visible at all times and cannot be turned off. Open captioning can be text only or mixed with video.
Visible on demand	Event attendees have the option to turn captioning off or on, as needed.
Visible only to those individuals who request/require captioning	An individual attendee can access captions on a personal device or monitor.
Other (specify)	

## Definitions

**Onsite Captioning:** The captioner/service provider is in the same location as your event.

**Remote Captioning:** The captioner/service provider is listening from a remote location and streaming captions to an online platform or encoder.

**Realtime Captioning:** Live, simultaneous display of text to match the spoken word, and may include parenthetical information to alert the consumer to nonverbal sounds or actions.

**CART Captioning:** Communication access realtime translation (CART) is the same as realtime captioning. At one time, CART captioning was differentiated from broadcast captioning, which may use an encoder to display text.

**Telephone Captioning:** Captioning that allows you to talk on the phone while reading captions of the conversation. Captions are displayed on a screen on the telephone.

**Steno Captioning:** The steno captioner uses combinations of keys on the machine that correspond to the phonetics of a word or phrase, which is called machine shorthand. The machine shorthand is translated instantaneously to readable text by a computer-aided transcription software that is programmed by the steno captioner and that can then be output to various display modalities.

**Voice Writing:** (AKA live subtitles or respeaking) A term used to describe an individual trained to use their voice and respeak into a microphone and/or stenomask using software utilizing speech recognition software. The voice writer provides speech-to-text in realtime by listening and respeaking what an individual(s) is saying, which instantaneously translates via a computer-aided program into text and can be streamed using different software programs.

**ASR Captioning:** Automatic speech recognition (ASR) captioning is the process of converting speech to text by means of algorithms implemented by a computer device and then visually displaying that text. ASR captioning can be realtime or postproduction and can utilize various methods to recognize and translate the spoken word into text. ASR technology has benefited recently from advancements in artificial intelligence (AI) and machine learning (ML) techniques.

**Meaning-for-Meaning:** Using advanced abbreviation software the captionist captures the most important or central aspect of an idea, situation, or event. The user of the service is able to view the transcript in realtime using a standard Web browser on a mobile device, such as laptop, tablet, or smartphone.

**Open captions** are always in view and cannot be turned off.

**Closed captions** can be turned on and off by the viewer.