

Captioning information for receiving venues

It's brilliant that you are going to have a captioned performance at your venue.

This information has been put together assuming that the visiting company will be bringing the equipment and arranging the trained captioner. Please get in touch with STAGETEXT if you would like information about arranging your own captioned performances.

Discuss with your visiting company where the unit will be rigged and where the captioner will work from. There are a few other things that you, as a venue, need to know and do so that the captioned performance goes smoothly and as many deaf, deafened and hard of hearing people as possible get to benefit from it. Here are the key areas:

- Hold back tickets especially for caption-users, and make sure these are in the right place - <http://www.accessibletheatre.org.uk/access-co-ordinators/captioning/reserving-tickets-with-box-office/> Usually for caption users these won't be seats in the front row, but a bit further back so that you can easily take in the action on stage and the captions at the same time. If possible, try to leave yourself some flexibility on the night so caption-users can move to better seat for them if they want to.
- Do your best to let as many people as possible know about the captioned show - <http://www.accessibletheatre.org.uk/access-co-ordinators/captioning/marketing-your-captioned-performance/> If deaf, deafened and hard of hearing audience members don't know about the show then they definitely won't come! Even if your brochure and leaflets have gone to print so it's too late to include the captioned show, it won't be too late for your website and social media.
- Give any caption users who come to the show a really great night out - <http://www.accessibletheatre.org.uk/access-co-ordinators/captioning/welcoming-deaf-deafened-and-hard-of-hearing-patrons-to-your-venue/> You'll know your audience best, but be aware that there will be more deaf, deafened and hard of hearing people in the audience than usual, including people who may not have been to your theatre before.
- Lastly, after the show, get feedback from your audience - <http://www.accessibletheatre.org.uk/access-co-ordinators/captioning/after-show-feedback/>. We'd love to know how it went too!

If you've got any questions at all, please do get in touch with us at STAGETEXT and we'll do our best to help. We may also be able to put together a list of local hard of hearing groups/lipreading teachers for you, let us know if you'd like us to do that.

We hope the show goes well!

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