

Checklist: Building Audio Descriptions into New Video(s)

Federal Title II regulations require pre-recorded videos to be audio descriptive to ensure they are fully accessible to blind and low-vision individuals. Use this checklist to create audio descriptions into new videos.

Check off each item. If all applicable items are checked, the video includes built-in audio descriptions.

1. Planning

- ☐ Plan visuals so key information is also spoken aloud.
- ☐ Avoid relying on on-screen text, color, or charts alone to convey meaning.
- ☐ Write a script that naturally describes important actions, visuals, and changes.

2. Visual Design

- ☐ Use simple, uncluttered visuals that support spoken content.

3. During Recording

- ☐ Verbally describe key visuals. (e.g., “The bar chart shows enrollment increasing each semester, with the tallest bar representing Fall 2024.”)
- ☐ Read aloud any essential on-screen text, labels, or data.
- ☐ Identify speakers when they begin talking.
- ☐ Describe demonstrations and processes as they occur.
- ☐ Avoid phrases like “as you can see” without explanation.

4. Reviewing

- ☐ Could a student understand this video without seeing the screen?
- ☐ Did I describe visuals needed to complete tasks or understand content?