**Slung Low Handover:**

**Access:**

Tablets are in cases under the box.

Captioning software hasn’t been used just yet. A laptop exists at the Humber Bridge Tourist Information Centre that can be used. It can be used on two laptops. When we need to install follow the below:

<http://www.signblazer.com/Stagetext/>

This page will appear.

Download: STAGETEXT PLUS and LCD Captioning set up

You will need to activate the software. At this point if you email info@digital-4.co.uk Roger will send you a code to activate for a 12-month license. Roger’s number is 07949124399.

**When in Stagetext Plus:**

Go to File; Open; Open the file prepared by your captioner on the desktop; Keep it on show made; UP and DOWN Arrows to scoll down. Right and Left arrows on the keyboard to output lines (or S for send or C for Clear).

Captioners will know how to use the software as it’s exactly the same as Caption Basic.

The file you open will be an STG file.

You will need a router, last time KCOM provided internet which we used. The main thing we need is actually just the router (it doesn’t need wifi). It can work as a closed network and some venue prefer this. The software will lock the screen so it doesn’t time out.

If operating without KCOM you just need a router with good throwing distance.

**Captioner** used last time was Michele Jackson: "michelejacks@aol.com" michelejacks@aol.com

07935191111

I would book her in as soon as you get a date as she’s used to this now and has family that live in Hull. She’s from Leeds.

**Audio Describer: "michael hurst"** **drumick67@hotmail.co.uk**

**07966006475**

This was booked through Anne Hornsby at Mindseye Desciption "Anne Hornsby" <mindseyedescription@gmail.com>

**What we Learnt?**

Tablets only work best when seated because of line of vision.

Need to reserve a space for both AD and captioned performances so you can easily reach anyone who might have technical issues.

Box Office aren’t great at passing on details of those who have booked wheelchair positions on each night. Need to find a new way of managing this that works.

Blue badge parking information to be sent to all audience members, as some with blue badges so identify as having access requirements.

Useful to have someone with sign language/interpretation skills to explain how the kit works or send an email beforehand/have a hand out to accompany the tablet in case it breaks or if anything is going wrong.