

Holiday Sound Check

Check your assistive listening system early to fix any issues before your busiest season. Use this checklist to make sure everything is ready to go for your holiday services.

Equipment

Done	Task Description	Owner
☐	All receivers power on and charge in the dock	
☐	Charging docks, cables, and outlets are working	
☐	A few receivers tested for the full length of a service	
☐	Receivers that lose charge early are labeled for battery replacement	
☐	Older and newer receivers and batteries are labeled or rotated	
☐	Headsets and earpieces inspected for wear and damage	
☐	Replacements ordered for anything that needs it	

Coverage & Sound

Done	Task Description	Owner
☐	Signal tested from every seating area, including balconies, overflow rooms, and back rows	
☐	Audio feed checked during a rehearsal or service, listening from the seats	
☐	Every mic in use (pastor, worship team, choir, readers) comes through the listening feed	
☐	Personal device connections tested on a few different phones or hearing aids, if your system offers them	

Your Team

Done	Task Description	Owner
☐	Ushers know where receivers are stored	
☐	Ushers know how to hand out, connect, and collect receivers	
☐	A volunteer is assigned to charge and stage receivers before each service	
☐	New volunteers have been walked through the system	
☐	Spare charged receivers and headsets are kept near the ushers	

Your Guests

Done	Task Description	Owner
☐	Signs at entrances point guests to assistive listening	
☐	Assistive listening is mentioned in the bulletin, slides, or announcements	
☐	Instructions for personal device listening are easy to find	
☐	A clear checkout and return spot is set up	
☐	Cleaning supplies are stocked for shared headsets	

Receiver Count

Typical Attendance	Expected Attendance for Special Services

# of Receivers on Hand	# Working	# of Receivers Needed

Need Help? support@listentech.com
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