



Appendix 5-C. Audio Considerations Checklist

Before adding audio products to a contract's* statement of work, AHRQ project or task order officers or other AHRQ staff must review Section H of the RFP paperwork, and consult with appropriate OCKT staff to discuss whether an audio product is an appropriate medium for delivering the message. For that discussion, AHRQ staff should be able to answer basic questions about the proposed product, such as its purpose, audience, and funding. The questions in this checklist cover details that should be addressed.

The form can be completed online, but then must be saved to your computer. The form cannot be filed or sent by email through the Web. Please note that the boxes will allow you to enter as much text as you want, but if you want to print the forms, only the text that is visible in the box will print.

*This checklist is not required of grantees. Grantees may use this form if they choose, but they are not required to send completed versions to AHRQ.

PURPOSE

What do you intend to accomplish with this audio recording (e.g., does the message relate to saving money, reaching a particular audience, etc.)?

What specific message are you trying to send?

How does your message align with AHRQ priorities?

Why is an audio product the best way to convey your message?

If the recording is intended to be used for training, what particular problem or issue are you addressing?

AUDIENCE

Have you had specific requests for audio recordings regarding this information? **Yes** **No**
If yes, from which individuals or groups?

Who is your target audience?

How will the audience use the information presented?

How many people do you believe will listen to your recording?

How and when do you envision people will listen to the audio file? **CD**
Through the internet
At a conference
Other

How long will the information be useful? **<6 months** **1 year** **>1 year**

What will determine when it is out of date?

Do similar recordings already exist? **Yes** **No**
If yes, how will your recording be different?

FUNDING

What is the budget for the product?

Does the budget include funds for:

Pre-production (including scripting)? Yes No

Post-production (including transcripts)? Yes No

Duplication (including packaging)? Yes No

What is the funding source?

SCHEDULING

When do you need to have a finished product in hand?

Is the product tied to any event? Yes No

If yes, name and date of the event:

How many copies of the recording will you require?

How will the recording or file be distributed?

- Mail
 - Conference
 - Internet
 - Other
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Does the recording need to be packaged in a particular way? Yes No

If yes, have you contacted someone from OCKT's publishing staff to review the packaging? Yes No

(Go to [Section 1](#) of the AHRQ Publishing and Communications Guidelines for information on style and submitting art files.)

PRODUCTION

How long will the recording be?

Who will be featured in the recording?

How were these people chosen for the product?

Will stock music be used? Yes No

If yes, (a) how will it be obtained, (b) what is the cost of the music, and (c) what rights does purchase convey to AHRQ?

Who is drafting the script? (OCKT must review all scripts.)

What vendor will produce the recording?

Company name

Main contact with phone number

Why was this vendor chosen?

Through what mechanism will the vendor be paid (e.g., contract, task order, other)?

CLEARANCE AND CONTRACTING

Who on the project will work with OCKT on getting clearance for the recording?

In addition to OCKT staff, who will need to approve the script and/or final recording?

Name

Contact information

(a) Has the contractor and/or vendor been given copies of Appendixes 5-A and 5-B, which lay out AHRQ media rules and formats?	Yes	No
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If no, why not?

(b) Has the vendor been informed he is required to provide transcripts of all audio files?	Yes	No
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If no, why not?

(c) is this written into the contract or task order?	Yes	No
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If no, why not?

(a) Has the vendor been informed that every person whose voice is heard in the recording must sign a talent release?	Yes	No
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If no, why not?

(b) Is this written into the contract or task order? See Appendix 5-D. AV Releases for a sample.	Yes	No
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If no, why not?

(a) Has the vendor been informed that the final version of the recording must comply with all relevant requirements of Section 508 of the Rehabilitation Act?

Yes

No

If no, why not?

(b) Is this written into the contract or task order?

Yes

No

If no, why not?

EVALUATION

How will you measure the product's impact?