

## A2i Transcription Services Limited

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### Production Brief

For transcription of document to Easy Read format

Name of document:

No climate action without us

A2i quote number:

38956a

#### 1. Is this the final version of the document

Yes

No

#### 2. Who is the target audience?

e.g. an individual / adults with learning disabilities who use a specific service / carers / careers

Individual / adults with learning disabilities who are interested in how to make live events both accessible and environmentally sustainable.

#### 3. What level of understanding will the reader(s) have?

e.g. mild/moderate/severe learning disabilities

I don't know how to answer this except to say that I want as many people as possible to be able to access the information.

#### 4. What is the fundamental purpose of the document?

To make sure that all disabled people aren't left out of climate change conversations, especially when it comes to live events. For them to

#### 5. What are the key points to put across?

Context

Barriers

Solutions

What to do next

#### 6. Are any other specific portions of the document a requirement?

I'd say all of the above?

**7. Are there any key words that you feel should be explained?**

Probably all the jargon when it comes to access and climate change sustainability.

**8. What tone of voice is required? e.g. friendly/caring/professional/formal/welcoming**

Welcoming.

**9. Does your document contain personal data that needs to be treated in accordance with UK GDPR legislation?**

Personal data is data that could help identify a person e.g. their name, personal address, financial or health information

Yes

No

**10. Does your document contain confidential information?**

This is information that you do not want disclosed to other people e.g. a report you do not yet want to disclose to the public.

Yes

No

**11. Do you have any pictures or branding that you would like to be considered for the document where appropriate?**

Please email in jpg/png/gif format

**12. Which page set-up do you require? (please tick more than 1 if required)**

Multiple of 4 pages for printing & saddle stitching

Multiple of 2 pages for printing & comb/wire binding or stapling

Any number of pages for online use (please also complete question 13)

**13. If you require a version for online use, do you require any extra features?**

No, standard PDF only

Fully Accessible PDF required – compliance with Section 508 & WCAG 2.1 AA Accessibility Standards. Extra charge applies – see your quote.

Editable PDF required (also called a “Fillable Form”). If you have a form this enables fields to be completed within the PDF. Extra charge applies – see your quote.

**14. Any other comments or expectations?**

Due to our environmental policy, we are only producing a digital copy of the toolkit which is downloadable from our website.

**15. Who should we contact with questions about the content?**

Name:

Suzanne Bull MBE

Email address:

suzanne@attitudeiseverything.org.uk

Phone number:

N/A

We cannot start your order without your completed Brief, however we are happy to help you complete this form over the phone if you wish to discuss the details with our specialist staff.