Return to: Jerome Thomas, Coordinator of Deaf & Hard of Hearing Services

jthomas6@radford.edu or Disability Resource Office
Tyler Hall Suite 068
PH: 540–831–1505

Interpreting Services Needed for: ____________________________ (Campus Event)

Requestor/Contact Person: ________________________________

Requestor/Contact Person Email: ________________ Phone: ________________

Date(s) of Event: __________________________________________

Specific Location: __________________________________________

Time and Duration: __________________________________________ (Please include the length of the assignment)

Is this event open to the general public? Y   N

Number of deaf or hard of hearing participants (if known): ________________

Will there be frozen text items such as songs, poems, speeches, etc...? Y   N
   If yes, please include song titles, poem titles, and/or copies of speeches here and send as an attachment to jthomas6@radford.edu

1. _________________________________________________________
2. _________________________________________________________
3. _________________________________________________________
4. _________________________________________________________
5. _________________________________________________________

Other important information regarding this assignment:
_________________________________________________________
_________________________________________________________

On-site Contact Name and Number for Interpreters on Duty:
_________________________________________________________
Preferred Interpreter Attire for this event: ________________________________
   Everyday Casual (i.e., jeans, RU T-shirt)
   Casual (i.e., Khaki’s, dark shirt)
   Business Casual (i.e., dress slacks, blouse)
   Business Professional (i.e., black pant suit or dress suit)

Will the Interpreter need a Visitor’s Pass or Special Parking Permission?  Y   N

Meals provided to the Interpreter(s)?  Y   N

OFFICE USE ONLY:

Interpreter(s) Assigned ________________________________

______________________________________________

Dept/Banner Billing Code: ________________________________

Revised September 2014