

RADFORD UNIVERSITY

Center for Accessibility Services

Sign Language Interpreting Services – Faculty/Staff Request Form

Campus Event: _____

Requestor: _____

Requestor Email: _____ Phone/VP: _____

Date(s) of Event: _____

Specific Location: _____

Time and Duration: _____

(Please include the length of the assignment)

Additional information regarding assignment:

On-site Contact Name and number for Interpreter(s) on duty:

NOTE: To allow reasonable and appropriate lead time, requests should be submitted 2 business days prior to an event held Monday-Friday. Weekend requests should be submitted 5 business days prior to the event. Requests for plays, concerts, and other on-campus performances should be submitted 10 business days prior to the event. See the CAS student handbook for more information.

Submit form to the Coordinator for Deaf and Hard of Hearing Services at cas@radford.edu or deliver to:
Center for Accessibility Services
325 Russell Hall (Third Floor)
PH: 540-831-6350 VP:540-922-1176

OFFICE USE ONLY:

Interpreter(s) Assigned _____