Interpreter Request Form for Additional Functions

Please fill out this form completely when requesting interpreting services or captioning for any academic event or regularly scheduled classes or other extracurricular functions supported by East Stroudsburg University (example: university events, activities and special programs.). Office of Diversity and Equal Opportunity requests a minimum of two (2) weeks advance notice in order to arrange for and provide interpreting services. (If less than 2 weeks notice interpreting services cannot be guaranteed.) If event is not University function, we can offer services to enable you to find an interpreter or captioning for your event.

Requesters name:________________________________________ Date:____________

Phone number:______________ E-mail:____________________________________

Number of individuals requiring services? ________ How many in party?__________

Who is requesting?  O Deaf  O Hard of Hearing  O Hearing

Requesting: O Interpreting services  O Captioning services

Other accommodations needed? ____________________________________________

Name of Event:________________________________________ Name of Speaker/Professor:________

Event Content:________________________________________ (attach schedule or brochure if possible)

Date(s):_______________ Times (include start time and end time):_______________

Location:________________________________________

Event Sponsor: __________________________________________

Audio/Visual Materials (example: videotape, slide presentation)________________________

If videotape is being used, is it closed-captioned?  O Yes  O No  O Don’t Know

Faculty/Contact Name: ______________________ Office location:____________________

Phone number:______________ E-mail:______________________________

Please attach any further explanations to this form.

Please attach to e-mail or submit completed form to:
Sandy Shaika, CI
sshaika@esu.edu
Sign Language Interpreter
Monroe Hall, 315
200 Prospect Street
East Stroudsburg, PA 18301-2999

Any questions about sign language interpreting (how to use, what is their function, when to request, etc.) please email: sshaika@esu.edu

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