



GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF DISABILITY RIGHTS

**Multiple Sign Language Interpreter Requests Form**

\*Send all sign language interpreter requests to [sli.odr@dc.gov](mailto:sli.odr@dc.gov)

**Participant type**

If other please specify:

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**Participant information**

<b>Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Video Phone</b>	

**Agency Requestor information**

<b>Agency</b>	
<b>Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Video Phone</b>	

**Onsite person at event, if different from person making the request**

<b>Name</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Video Phone</b>	

**Event information**

**Title Of Event**

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	

**Event Date                      Time event starts                      Time event ends**

<b>1</b>		<b>1</b>		<b>1</b>	
<b>2</b>		<b>2</b>		<b>2</b>	
<b>3</b>		<b>3</b>		<b>3</b>	
<b>4</b>		<b>4</b>		<b>4</b>	
<b>5</b>		<b>5</b>		<b>5</b>	
<b>6</b>		<b>6</b>		<b>6</b>	

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**Location of event**

1	
2	
3	
4	
5	
6	

**Address**

1	
2	
3	
4	
5	
6	

**Building name      Room name**

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	

**Details of Event**

What is the format of the event? ( Business meeting, training, class room, legal, medical, conference, presentation, speech, PTA meeting, parent teacher’s conference, interview, outside event, small group discussion, one on one meeting, interview group meeting, panel discussion, opening session, breakout session)

1	
2	
3	
4	
5	
6	

Is there material for the event? If so please email it to [SLI.ODR@dc.gov](mailto:SLI.ODR@dc.gov)

**Number of people attending event**

1	
2	
3	
4	
5	
6	

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**Will there be VIPs? (Mayor, Deputy Mayor, Agency Directors etc)**

1	
2	
3	
4	
5	
6	

**Information for Interpreters**

**Types of Interpreter(s) requested**

- American Sign Language       Signed Exact English       Pigeoned Signed English  
 Low Vision       Tactile  
 Certified Deaf Interpreter ( Deaf Interpreter that assists with communication for the client)

**Is there a specific place where the interpreter should go to or know when they arrive to the location?**

1	
2	
3	
4	
5	
6	

**Security Protocol (Do interpreters need to be aware of any security measures when attending event)**

1	
2	
3	
4	
5	
6	

**What type of parking is available?**

1	
2	
3	
4	
5	
6	

**What is the closest metro station?**

1	
2	
3	
4	
5	
6	

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**Attire for Event**

- Formal
- Professional
- Office casual
- Casual

**Will Interpreter(s) be seen on camera?**

- Yes
- No

**“Payment for the services shall be made through Intra-District advances by the participating agencies to ODR in the amounts set forth in the signed MOU, and any subsequent addendum. The participating agencies shall transfer funds within ten (10) business days of the invoice.”**