



GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF DISABILITY RIGHTS

Sign Language Interpreter Request Form

*All Sign Language Interpreter requests must be sent to SLI.ODR@dc.gov

*Please note if you have multiple events or recurring events, please request a "Multiple Sign Language Interpreter Requests Form" from SLI.ODR@dc.gov.

Participant

Participant type

If other please specify:

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Participant information

Name	
Phone	
Email	
Video Phone	

Participant information

Name	
Phone	
Email	
Video Phone	

Agency Requestor information

Agency	
Name	
Phone	
Email	
Video Phone	

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

Name	
Phone	
Email	
Video Phone	

Event information

Title of Event

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Event Date Time event starts Time event ends

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Location of event

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Address

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Building name

Room name

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Details of Event

What is the format of 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)

Is there material for the event? If so please email it to SLI.ODR@dc.gov

Number of people attending event

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

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 interpreters should be when they arrive to the location?

Do interpreters need to be aware of any security measures when attending event?

What type of parking is available?

What is the closest metro station?

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.”