# INTERPRETER REQUEST

All interpreting requests for campus-sponsored/hosted plays or performances should be made at least **TWO WEEKS** in advance (preferably more) so we can begin seeking available interpreters.

Submission of this request form DOES NOT guarantee interpreters will be available and scheduled.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Time:

Phone Number/Extension:

Email Address:      Department:

**Please include as many details as possible when completing this form!**

Date Interpreting Needed: Click or tap to enter a date. Time: start to end

Location (Bldg & Rm #):

Dress Rehearsal Date(s):

Dress Rehearsal Time(s):

Q&A or Discussion After Performance: YES [ ]  NO [ ]

 If yes, please provide length of time:

Day of Event Contact Name:       Contact Number:

**Describe the Request: (Check all that apply & explain)**

[ ] Play [ ] Dress Rehearsal [ ] Performance [ ] Q & A

[ ]  Script Used? (if yes, please attach)

**Important Details for Play/Performance:** Click or tap here to enter text.

**\*DSPS OFFICE USE ONLY\***

INTERPRETER(s) ASSIGNED:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE/SANTIAGO CANYON COLLEGE

DSPS/DEAF AND HARD OF HEARING SERVICES