MC MONTGOMERY COLLEGE

American Sign Language (ASL) Interpreter Service Request

Requester Name
This is the person making the service request.

Department Name
This is the department making the request.

Request Date
This is the date when the requester initiated the service request.

Request Time
This is the time when the requester initiated the service request.

Event Name
This is the name or title of the event. This should be just a few words; for example: "Fall Convocation Meeting" or "Full-time Faculty Interviews"

Event Description
This is a brief (2-3 sentence) description outlining the event's purpose.

Service Date
This is the date of the event.

Service Start Time
This is the time that the event starts. Note that interpreters will normally arrive 10-15 minutes in advance of the start time. If you need the interpreter to be there earlier than 10-15 minutes before the start, please provide an earlier start time.

Service End Time
This is the time that the event will end. If there is the possibility of running over, provide a later end time as there is no guarantee that your interpreter will be able to stay later as they may have another assignment immediately following your event.

Location
This is the location at which the interpreting services will be performed and where the interpreter(s) should report. For in-person events, please be sure to provide the Campus, Building, and Room Number. If the event is virtual, please provide the link the interpreter should use to join.

Event Onsite/Virtual Contact

This is the name and contact information for the individual onsite or present in the virtual event that the interpreter(s) will report to. Please provide the full name, title/role, cell number, and email address.

Event Participants

These are the names and/or descriptions of the event participants (Deaf and Hearing) receiving the services.

Event Details

These are the details provided to the interpreter(s). Each service request should contain all the details necessary for the assigned interpreters to be able to perform their services to the best of their ability. Some examples include: the event's program book, names and bios of speaker, a presentation script and/or notes, a copy of the presentation slideshow, etc.

For candidate interviews, it is important that the interpreter(s) are provided the following documents well in advance: job advertisement, job profile, interview questions and benchmarks, names and titles of search committee members, resume/CV of the candidate being interviewed, or resume/CV of all candidates being interviewed (if interpreters are working with the search committee).

Scheduling Notes

These are the things that the requester wants the scheduler to know when working on this service request.

Interpreter Preferences

This is where the preferences of the Requester and/or Event Participants should be shared. For example, preferences for the interpreter's gender, interpreter specialization (e.g., science background, familiarity with accounting, etc.), or the name(s) of specific interpreter(s). Please note that we cannot guarantee that these preferences will be met.

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