

**Student Accessibility Services** 

4245 East Avenue Rochester, NY 14618 Phone: (585) 389-2498 FAX: (585) 389-2499

## **Interpreter Requests**

## Please contact SAS at least one week in advance of the event.

Please email all of the following information to <u>SASoffice@naz.edu</u>
Date:
Start Time: End Time:
Location Building: Location Room:
Department Responsible: Coordinator Responsible:
Event Title:
Short Description of Event:
Name of consumer (if known):
Interpretation Type:
Is this event being video recorded:

\*Please share any materials to be used that can help in preparation for interpreting (PowerPoint slides, handouts, readings) email to SASoffice@naz.edu

\*SAS will confirm any interpreter arrangements with the coordinator of the event.