GREATER ALBANY PUBLIC SCHOOLS

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Event Interpretation Request Form

(Please complete form and email to gaps.translation@albany.k12.or.us 30 days before meeting/event)

General Information

Today's Date: _____

Submitted By (Name / Location): _____

Contact #: _____

Meeting/Event Information

Title: _____

Purpose: _____

Date: _____

Start Time: _____ End Time: _____

Location: _____

# of Estimated Attendees: _____

Target Audience: _____

For schools with bilingual assistants, please indicate number of additional interpreters needed:_____

List the names of bilingual assistants also providing interpretation support:_____

_____

Your school/location only? ☐Yes ☐No

District-wide? ☐Yes ☐No

Other schools/locations invited? ☐Yes ☐No

If yes, please list: _____

Have you notified District Communications? ☐Yes ☐No

Have you advertised as interpreting services available/provided? ☐Yes ☐No ☐Will be

Type of Interpretation (definitions below)

☐ Consecutive ☐ Simultaneous (dependent on interpreter availability)

Definitions:

An **interpreter** *is a person specially trained to convert oral messages from one language to another.*
A **translator** *is a person specially trained to convert written text from one language to another.*

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*In **consecutive interpreting**, the speaker pauses after each complete thought to give the interpreter time to deliver the message.*

*The **simultaneous interpretation** is rendered to the target-language listeners at the same time as the speaker, via their earphones.*