



DELETE- UPDATED COPY IN THE WC SHARED FOLDER

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.*