



UNIVERSITY of NORTH CAROLINA WILMINGTON  
DISABILITY RESOURCE CENTER

## Sign Language Interpreter/Captioning Services Request for Department and Campus Events

This form is for requesting a sign language interpreter OR Cart services for departments and/or campus events. To secure services, this form should be submitted to [DRC@uncw.edu](mailto:DRC@uncw.edu) as far in advance as possible - **at least 3 weeks in advance** of the requested date of service.

If you CANCEL services, you must email [DRC@uncw.edu](mailto:DRC@uncw.edu) **at least 48 business hours** (Monday – Friday, 8:00 AM – 5:00 PM) in advance to avoid any charges to your department.

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

Type of service requesting:     American Sign Language     CART

Department Sponsoring Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Use this space below to provide additional information about this request: