

Standard Operating Procedure for Events and Tours Requesting Accessibility Services

This form is for all Goucher College departments for clear procedures when requesting accessibility services for any on campus event or tour. The Office of Accessibility will require at least two weeks' notice prior to the event.

Please complete this form for any accessibility needs:

Today's date: _____

Name of Department: _____

Date of Event: _____

Location of Event: _____

Time of Event: _____

How long (if applicable): _____

Name of Contact Person: _____

Contact Person Phone/Cell: _____

Please check which accessibility services you will need:

____ American Sign Language (ASL)

____ Wheelchair

____ Assistive Listening Device (ALD)

____ Closed Captioning Videos

____ Other: _____

Disclaimer: As you plan your event or tour, please note that policies, practices, and procedures may need to be modified to accommodate an individual(s) with a disability. The OAS office is also aware that one cannot always anticipate accessibility needs in advance, please be patient and flexible as we work diligently with fulfilling the request.