

ASL Requirements: How to secure an ASL Interpreter

I. When is an ASL Interpreter needed?

- All college-wide events and major events open to the QC Community; ie Baccalaureate, Commencement
- If one or more hearing impaired participants or audience members are expected to attend an in person or virtual event
- To be consistent and adhere to ADA requirements

II. When may an ASL Interpreter not be present?

- If Queens College is being used as a rental venue for an outside organization
- For private events

III. Requirement Checklist

- The event organizer is responsible for securing an ASL interpreter.
- There is a procurement process. The ASL vendor must be pre-approved.
- Make sure to include the ASL interpreter as a line item in your event budget.
- Identify event date well in advance.
- Arrangements must be made at least 2 weeks before the event.
- 2 ASL interpreters required for events over 60 minutes.
- Consider artistic sign language interpreters for performances.
- Please provide an event script/ run-of-show to the ASL interpreter whenever possible.
- Clearly mark the floor where the interpreter will stand for your event.
- The ASL interpreter's presence should be clearly lit and visible to all audience members.

IV. Agencies we work with

- **SignNexus**
Certified Minority and Woman-Owned Business Enterprise
Cell: 929-265-2863
Video Phone: 917-765-0313
Website: SignNexus.com
- **Accurate Communication**
P: 646-873-4003
P: 310-401-3051
F: 561-682-1333
Email: aslrequestnyc@accuratecommunication.com
- **Inclusive Communication Services**
2071 Adam Clayton Powell Jr. Blvd., 2 New York, NY 10027 United States
Phone: (347) 927-5770
Email: info@inclusiveasl.com