

# Coordinating an interpreter for your event

1.

Visit our **website**: <http://blogs.extension.wisc.edu/oaic/>

2.

Click the clipboard icon.



3.

Fill out and submit our request form.

4.

Our team reviews the details of your request and will respond via email within 2 business days.

5.

We may have additional questions or request additional information (e.g. event agenda, handouts, parking, etc.).

6.

After you provide our team with information we need, a contract is set up with our service vendor. We share the event details and materials with them.

7.

We confirm the interpreters for the date and time of your event and ask you to keep us informed of any changes.

8.

After your event, our team sends you an online evaluation form for interpreters. This helps us ensure the quality of services provided by third-party interpreters.



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON