



Access Request via Phone

If someone calls your department to make a request for an access need for an event or service, please ask your staff to take a message and collect the following information-

Callers'

- Name:
- Phone Number:
- Email Address:
- Event or service request is being made for:
- Date/ time of event or service:
- Accessibility request:

Please try your best to return this call within one (1) business day.

Examples of requests you might get:

My name is Tyra, my phone is (312) 123-4567 and my email is Tyra@awesome.com. I want to pay my bill in person at the Department of Finance and I am deaf and need an ASL interpreter. I am available this Friday from 10am-12 noon – can you please set up an ASL interpreter for me.

I am blind and I want to see the DCASE Dance Performance on August 12. Can you set up audio description for me for the performance?