



Americans with Disabilities Act (ADA) Event Accommodation Request Protocol

Each Commerce-hosted event (including public meetings, workshops, conferences, etc.), where the Department of Commerce is the “lead” agency, must have a designated Contact Person who will arrange for accommodations as needed. The Contact Person must follow the agency’s protocol detailed here. All questions should be referred to the agency’s ADA Coordinator (Human Resources Manager).

1. All requests for accommodations must be received at least five business days before the event. Allow ten days for a sign language interpreter.
2. The unit hosting the event will need to determine in advance who the Contact Person will be. The Contact Person’s direct phone number and fax number are then to be filled in on the Standard Notice Box seen below. Be sure to use the correct TTY number; if the office in which the Contact Person works does not have a dedicated TTY number, then use 711 or (800) 766-3777. If the Communications and Marketing (C&M) unit is creating the promotional materials for the event, the hosting unit will work with C&M to update the Standard Notice Box. If the announcement is not prepared by the C&M unit, the preparer needs to ensure that the Standard Notice Box appears on the promotional materials. The graphic and text are available on the agency’s Intranet following this path: Libraries → Publications → either Marketing or Human Resources.
3. Calls will come in to the Contact Person. The Contact Person will gather information using Part I of the *Request for Event Accommodation* form. A copy of the completed form will be faxed to the agency’s ADA Coordinator (the Human Resources Manager). The Contact Person will then contact the ADA Coordinator for assistance and suggestions on how to arrange for appropriate accommodations. It is the responsibility of the Contact Person to arrange for the accommodation.
4. As arrangements are made for the accommodation, the Contact Person will complete Part II of the form and fax to the agency’s ADA Coordinator.

Standard Notice Box

The paragraph and symbol below are to be used in all brochures and print marketing materials for events (conferences, meetings, training sessions, etc.) that are sponsored by the department. The paragraph and symbol should be in a box and otherwise set apart from other text. Every attempt shall be made to separate this information from other information in the materials so as not to confuse the information with routine information concerning event registration, hotel registration, etc.



Participants with Disabilities

If you are in need of special accommodations, submit your request at least five business days in advance of the event. Please allow 10 days for a sign language interpreter.

Phone: () - • Fax: () - • TTY: () -



Request for Event Accommodation

Part I
(completed by Contact Person)

Date:					
Name of Caller:					
Address:					
City, State, Zip:					
Home Phone:		Bus Phone:		Cell Phone:	
Email:					

Event:				
Date of Event:		Place of Event:		
Address of Event:				
City, State, Zip:				
Unit Hosting Event:				

Requested Accommodation:				

Contact Person:				
Phone Number:				
Signature:				

Immediately fax Part I of this completed form to the agency's ADA Coordinator (Human Resources Manager) at 785-368-6332.



<p>Part II (completed by Contact Person)</p>

Describe accommodation provided:

Name of Provider:	
Address:	
City, State, Zip:	
Phone:	
Email:	
Cost:	
Recommend using this service provider again? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Contact Person:	

Following the event, fax Part II of this completed form the to the agency’s ADA Coordinator (Human Resources Manager) at 785-368-6332.