

Event Accommodation Request

Clayton State University is committed to making necessary arrangements for the provision of accommodations at non-academic events or activities sponsored by the university with sufficient notice. For requesting disability-related accommodations at such an event, please complete and submit the following form at least **ten business days** prior to the event date (**graduation accommodation requests for captioning or sign language interpreters need to be submitted one month in advance**). Completed forms can be emailed to DisabilityResourceCenter@clayton.edu or faxed to 678-466-5467. A representative from the Disability Resource Center will follow up with the sponsor of the event to coordinate accommodations. To inquire about the status of a request please contact the Disability Resource Center at 678-466-5445 or DisabilityResourceCenter@clayton.edu.

Name: _____

Is the person requesting accommodations a Clayton State student? Yes No

Laker ID # (for current Clayton State students): _____

Phone: _____ Email: _____

Event Name: _____

Event Contact's Name: _____

Event Contact's Email: _____

Event Contact's Phone: _____

Event Start Date: _____ Event End Date: _____

Event Start Time: _____ Event End Time: _____

Event Location: _____

Select all accommodations needed: Sign Language Interpreter Closed Captioning Other

If other, please explain:
