

## Checklist for booking a BSL/English interpreter

### Before you book a BSL/English interpreter:

<input checked="" type="checkbox"/>	What is the date, start time and location of the booking?	
<input checked="" type="checkbox"/>	What is the nature of the booking? (e.g. an interview, a meeting, a conference etc).	
<input checked="" type="checkbox"/>	How many interpreters will you need?	
<input checked="" type="checkbox"/>	Have you set a realistic budget for access costs?	
<input checked="" type="checkbox"/>	Are there any specific Language requirements? (e.g. BSL/SSE/Deafblind/Visual frame)	
<input checked="" type="checkbox"/>	How many participants will there be? (is it a 1:1 or a group? How many Deaf BSL users will be present?)	

### Details for on the day of the booking:

<input checked="" type="checkbox"/>	How long will the assignment last (and have you allowed extra time for the event running over)?	
<input checked="" type="checkbox"/>	Have you accounted for breaks? (It's not only the interpreters that require breaks - Deaf people using interpreting services will need regular eye breaks, as focusing for long periods is very tiring)	
<input checked="" type="checkbox"/>	Will there be multiple rooms or break out groups at the event?	
<input checked="" type="checkbox"/>	Who is the point of contact for the event?	
<input checked="" type="checkbox"/>	Are there any access issues to be aware of (e.g. you need to arrive 30 minutes ahead of time to get through security/parking etc)	

### Preparation to provide interpreter/s at least one week before the booking:

<input checked="" type="checkbox"/>	Is there an agenda, previous minutes or a presentation that can be shared with the interpreter/s?	
<input checked="" type="checkbox"/>	Will you be using video or sound clips during the event? Are these subtitled or can transcripts be made available?	
<input checked="" type="checkbox"/>	Will handouts be used? Can a copy of these be sent to the interpreter ahead of the assignment?	