



The Roman Catholic Archdiocese of Washington

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
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(301) 853-4500 | adw.org

Office of Deaf and Disabilities Ministry

Pope Francis Center
7202 Buchanan Street
Landover Hills, MD 20784

Phone: 301 853 4560 Video Phone: 301 200 5430

Interpreter Rate: \$70/hour (2 hour minimum) unless otherwise specified.

Reserving a Sign Language Interpreter

- The Archdiocese of Washington (ADW) has a pool of Sign Language Interpreters who work with us on an hourly contract basis. They are either full-time Freelance Interpreters, where their ADW partnership is one of many contracts, or they have other full-time commitments and their ADW partnership is one that they have on the side.
- **At least two weeks advanced notice is required when making a request for Sign Language Interpreter services.** However, we recognize this is not always possible (funerals, emergencies, etc). Please try to request with as much advanced notice as possible, and we will do our best to accommodate the request.
- The following information is required to process a Sign Language Interpreter request:
 - The date, time, and setting where the job will take place.
 - The address of the job, on-site contact person, and telephone number.
 - As much detail that you have of the job; how many participants, the general subject matter, and any important information particular to your environment.
 - The names and communication preferences of the consumers; American Sign Language (ASL), Signed English, Tactile Interpreting (for persons who are Deaf-Blind).
 - Your billing address or contact information of the person in charge of billing.
 - A copy of all texts used during the job; where applicable, readings, petitions, lyrics for songs, commentary, homily, program, PowerPoint presentations, and translations of any foreign language text.

- When planning the event, remember that appropriate lighting and clear sight lines to the Sign Language Interpreter are essential. Additionally, depending on what textual information (referenced just above) is available, the Interpreter may need a music stand to be able to work while referencing these texts.
- To assure the occupational safety of our interpreters, most assignments exceeding 1.5 hours will require a team of two Sign Language Interpreters.

Cancellation Policy: Clients will be billed in full for any assignments not canceled within **two full business days notice** remaining before the date of the job.

Payment Procedures: The Sign Language Interpreter will bill the Client directly for the service provided. In the case of ongoing recurring assignments, it is possible to have the Interpreter complete a W-9 form. Payment terms: net 30 days.

For additional information, please reference the Registry of Interpreters for the Deaf's Standard Practice Paper entitled *Professional Sign Language Interpreting*, or contact deafcatholic@adw.org

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