

## **AUSLAN INTERPRETING & AUDIO DESCRIPTION SERVICES**

Patrons can request which performance they would like to be Auslan Interpreted or Audio Described.

Steps for making a request:

1. Review the Festival program
2. Choose an event or events you would like to attend
3. Complete this Request Form
4. The Festival will confirm the receipt of the request and keep you informed of the progress
5. If the request is successful, the Festival will contact you to organise payment of your tickets
6. Attend the event

Requests do not require payment but once the requested performance date and time is confirmed, payment must be made to ensure booking. The deadline for requests is **Monday 3 September 2018**. This is to allow enough time for liaison with the artistic companies and service providers to ensure the best possible performance can be delivered.

The Festival will consider all requests but in some situations we may not be able to provide the services due to circumstances outside of the Festival's control relating to a venue or artistic company. In this instance another event, date or time may be suggested.

The Festival holds allocated seats in specific locations for these requests. They are only available for a limited time and will be released to the general public if no requests have been made.

## REQUEST FORM

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### Contact Details

Date .....

Name .....

Address .....

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Telephone .....

Mobile .....

Email .....

Preferred method of contact .....

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Mark with an X the service you are requesting:

 Auslan Interpreting   Audio Description

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Write the name of event you are requesting for Auslan Interpreting or Audio Description (Please visit [www.festival.melbourne](http://www.festival.melbourne) for event listings)

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Write your first choice of performance date and time:

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Write your second choice of performance date and time:

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Please post, fax or email this form by Monday 03 September 2018 to:

**By mail**

Melbourne Festival Access Requests  
PO Box 10  
Flinders Lane VIC 8009

**By email**

[access@festival.melbourne](mailto:access@festival.melbourne)

A reply email will be sent confirming the receipt of the request and any further instructions.