

GO TO WEBSITE:	www.tcsassociates.com/request-for-communication-solutions
FIELDS TO FILL OUT:	EXPLANATION:
1. Your Organization	Name of Company/Agency
2. Requestors Name	Name of person requesting services
3. Requestors Phone	Phone number of person requesting services
4. Requestors Email	Email address of person requesting services
5. Clients Name	Name of person receiving services
6. Clients Phone	If Applicable, phone number of person receiving services
7. Clients Email	Email address of person receiving services
8. Type of Service	Pick from Drop Down
9. Method of Service	Pick from Drop Down
10. Dial-In Information	Dial-In Numbers for remote services
11. Encoder Type	Type of encoder (Captioning Services)
12. Encoder Number	Phone Number to encoder (Captioning Services)
13. Master Controller Name	Name of Master Controller (Captioning Services)
14. Master Controller Phone	Phone number of Master Controller (Captioning Services)
15. Control/Case Number	Number that your organization identifies the requests with
16. Date of Event	MM,DD,YY
17. Start Time	hh:mm AM/PM
18. End Time	hh:mm AM/PM
19. Event Description	Name of Event
20. Event Location	Exact Address of the event
21. Event Room	Room that the event will take place in
22. Parking Available	Yes/No
23. Walking Distance to Metro	Yes/No
24. Closest Metro	Name closest metro stop
25. On-Site Contact Name	Name of person the interpreter/security can contact once on-site
26. On-Site Contact Phone	Phone number of the person the provider/security can contact once on-site
27. Alternative Contact Name	If Applicable, a second on-site contact
28. Alternative Contact Phone	If Applicable, phone number of the alternative person the provider/security can contact once
29. Copy Email To	List the email addresses of the people that should be copied on the confirmation email
30. Additional Information	Any information that would help the provider – directions, agenda, participant’s name, etc.
31. Submit File	If you have files that will be discussed during the event, please upload them for the providers
SUBMIT	You will receive a confirmation email informing you that your request has been received.