



Sponsoring Department Event Information Form

The department sponsoring the event (Department) should consult and follow the attached Public Event Disability Access Accommodation(s) Request Procedure.

In addition to forwarding the Public Event Disability Access Accommodation Request Form and the Department's written response to the Form to the ADA Compliance Coordinator, the Department should provide the following:

1. What accommodations were considered?

2. Who is fiscally responsible for the event within your Department (name and contact info)?

3. Please identify the Department contact person (name and contact info) regarding the accommodation decision.
