



HARVARD LAW SCHOOL

Communication Accommodation Request for Student Organization Events

Accommodations Information

Please choose from the dropdown menu what is being requested:

Contact Information of Person Making Request

Name (first, last):

_____ Email:

_____ Phone: _____

Event Information

Title: _____ Date: _____

Location/Room: _____ Start/End Time: _____

Event Contact: _____

Contact Email/phone: _____

Event Description (i.e., conference, seminar, luncheon, meeting, etc.): _____

Will any media be used (PowerPoint, Sound, Movie, Etc.)?: _____

Please Note

Please **submit any advance materials** you may have (schedule, speeches, handouts, brochures, maps, etc.) Please provide as much advance notice as possible prior to the event. We ask for a minimum of **two weeks notice** to ensure enough time to find and secure a provider. Please submit to Accessibility Services via fax (617-998-1741) or email at accessibility@law.harvard.edu.