**Interpretation Checklist**

**Purpose**

This tool supports City government practitioners in working with an interpreter.
It may be used to plan interpretation services for any language, including American Sign Language (ASL). To learn more, review the radical inclusion section at [engagement-toolkit.phila.gov](https://phila.sharepoint.com/sites/Teams-CAO-ServiceDesignStudio/Shared%20Documents/General/Projects/In-progress/MOCEVS%20ECE%20Toolkit/ECE%20Toolkit/08%20Prototyping/Content/Guides/5.0%20Radical%20Inclusion/engagement-toolkit.phila.gov).

**Instructions**

Set aside 30 minutes to review the checklist. Find a comfortable space to think and prepare to sit with questions about your engagement.

After completing an item below, check it off your list.

**Step 1: Accommodations**

To prepare language access accommodations for your engagement:

* Identify language access barriers with the community members you’re trying to engage.
* Provide your contact information for community members requesting accommodations.
* Determine whether you need to provide consecutive or simultaneous interpretation.
* Confirm the resources you need to provide accommodations.

**Step 2: Interpretation**

To prepare to work with an interpreter in your engagement:

* Identify the contractor or partner who’ll provide interpretation.
* Verify minimum charges and any additional expenses.
* Schedule extra time with the interpreter in case your engagement runs long.
* Identify an accessible space to host your engagement, with appropriate room to accommodate multiple conversations.

**Step 3: Engagement**

To prepare for your engagement:

* Communicate the accommodations you’ll provide to community members.
* Create and translate instructions for using interpretation services.
* Translate engagement materials and share them with community members beforehand.
* Reserve time in your agenda to answer questions and take breaks.
* Assign a team member to take notes.

**Step 4: Co-facilitation**

To prepare to co-facilitate your engagement with an interpreter:

* Communicate that interpreters are available and present.
* Communicate that you’ll take breaks for questions and rest during your engagement.
* Communicate that you’ll speak slower and pause often to accommodate live interpretation.
* Designate a meeting moderator to remind speakers to slow down and offer instructions for community members who arrive later.
* Create opportunities for community members to provide feedback during and after the engagement.

**Step 5: In-person or virtual engagements**

When facilitating in-person engagements:

* Share instructions for using interpretation services, like how to communicate with an interpreter or use interpretation equipment.
* Create separate, quiet areas for community members to communicate with the interpreter during your engagement.
* Position ASL interpreters in a visible area.
* Assign a team member to distribute and collect interpretation equipment, as needed.

When facilitating virtual engagements:

* Share instructions for using interpretation services, like how to select an interpretation channel.
* Designate interpreters as co-hosts in the platform settings.
* Enable language interpretation channels in the platform settings, as needed.
* Pin the interpreter’s video so that they’re always visible, as needed.
* Create breakout rooms for small group discussions.
* Modify the chat feature settings so that messages are sent directly to the
co-hosts, instead of everyone.