**Translation Checklist**

**Purpose**

This tool supports City government practitioners in translating materials. It may be used to plan translation for any language. 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.
* Confirm the resources you need to provide accommodations.

**Step 2: Translation**

To prepare for translation in your engagement:

* Determine the materials you need to translate.
* Identify the contractor or partner who’ll provide interpretation.

**Step 3: Materials**

To prepare materials for translation:

* Create your materials in an accessible format.
* Write them in plain language.
  + Avoid using inaccessible concepts, like acronyms, jargon, and metaphors.
  + Include instructions that community members need to participate in your engagement.
  + Include descriptions that translators need, like the document’s purpose and glossary terms.
* Prepare an automatic email response that sets expectations for communications with community members.

**Step 4: Communicate**

To communicate and share translated materials:

* Identify in-person spaces to share physical materials, like in high-traffic areas in the community.
* Identify virtual spaces to share digital materials, like in the community’s preferred online platforms and your agency’s website.