

# New Mexico Arts

## Accessibility Accommodations Request Information

Please complete this form and return to:  
Amy Mills, [amy.mills@dca.nm.gov](mailto:amy.mills@dca.nm.gov) or fax: (505) 827-6043  
For assistance completing this form:  
Phone: (505) 490-1872 (voice & text); TTY Relay: (800) 659-8331

Requests should be made as soon as possible or least ten (10) days in advance.

Date of request: \_\_\_\_\_

Method of Request  
(phone, email, mail, etc.): \_\_\_\_\_

NMA Staff Receiving  
Request: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Requester contact information

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Is this request for an alternative format of existing materials or public documents?

Document/material: \_\_\_\_\_

Date needed: \_\_\_\_\_

Format needed (check all that apply):

Large print

Braille

Audio recording

Materials in electronic format (on flashdrive or CD)

Other: \_\_\_\_\_

**Is this request for a specific event, program or activity?**

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Accommodation needed (check all that apply):

- American Sign Language (ASL) Interpreter
- Other interpreter service: \_\_\_\_\_
- Notetaker
- Communication Access Real-time Translation (CART)
- Assistive listening device
- Induction loop
- Captioned video
- Audio Description of visual materials
- Large print
- Braille
- Audio recording
- Materials in electronic format (on flashdrive or CD)
- Reserved seating
- Wheelchair access
- Orientation to facility
- Sighted guide
- Other: \_\_\_\_\_

Additional information:

- An assistant will be accompanying me
- A service animal will be accompanying me

**Notes:**