



ADDITIONAL ACCOMMODATIONS REQUEST FORM

If you require additional accommodations for yourself and/or a guest at a Medaille College event, please explain the additional accommodations you are requesting in the space below and return to Spencer Cottman, Disability Services Coordinator, Medaille College, 18 Agassiz Circle, Buffalo, NY 14214, access@medaille.edu (716) 880-3088. You may also return this form to the coordinator of your event.

In order to accommodate your request, this form must be submitted before the date of your event

Additional Accommodations Requested:

Explanation of Request (please specify what kind of accommodations you require): _____

Additional Technology Requested (please specify any special technology, if any, you require): _____

Please print clearly:

Event Name: _____

Date and Time of Event: _____ from ____ : ____ AM ____ PM to ____ : ____ AM ____ PM

Event Coordinator Contact: _____

Requestor's Name: _____

Requestor's Phone: _____ Requestor's email: _____

*You will be contacted if the college cannot meet your request.