

# Volunteer Interpreter/Translator Request Form

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

Oita Prefecture Arts, Culture and Sports Promotion Foundation  
Oita International Plaza

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Address \_\_\_\_\_  
Occupation \_\_\_\_\_  
Name \_\_\_\_\_  
T E L \_\_\_\_\_  
F A X \_\_\_\_\_  
E-MAIL \_\_\_\_\_

\*Do you need our email newsletter? ( YES ・ NO )

I would like to request a volunteer interpreter/translator for the project outlined below.

		Interpreter	Translator
Project			
Outline of Request			
Interpreter	Language	(                    ) (                    )	No. of People (                    ) No. of People (                    )
	Date	From	~
	Location	Name Address  TEL (                    )                    — (Nearest JR Station                    )	
Translator	Language	From (                    ) to (                    )	
	Deadline		
Other Comments			

★The number of languages is limited. Please consult the Oita International Plaza in advance.

**【for Interpreting】**

★Include an outline of the project.

**【for Translation】**

★Include a copy of the work to be translated (not the original).

★Include the spelling of foreign names or places, as well as the hiragana for Japanese names and places.

★When possible, include the official translation of company or division names.

★Explicitly state any guidelines for style or mailing of the translation.