

# Appendix A - Lighthouse Festival Theatre Alternative Format Request Form

The Theatre has established a process for receiving and responding to requests for alternative formats of Theatre documents and information from **persons with disabilities**. Requests may be made in person by visiting any Theatre facility, by email to [boxoffice@lighthouse theatre.com](mailto:boxoffice@lighthouse theatre.com) or by telephone by calling 519-583-2221.

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

## Personal Information:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Document Needed: \_\_\_\_\_

## Format Needed:

- ✓ Large Font Size of font required \_\_\_\_\_
- ✓ Colour Contrast Required contrast \_\_\_\_\_
- ✓ Audio
- ✓ ASL Interpreter
- ✓ Braille

Other - Please specify  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Staff Response

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Was the format requested achievable? Yes  No

Follow Up:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions to Be Taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Conversion: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

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

Staff Name: \_\_\_\_\_