

# AIS scripting and recording job request

Client details			
Have you had your start up conversation with the Aboriginal Interpreter Service recordings team about your project?			Yes / No
Are you applying as an individual or an organisation?			Individual / Organisation
Contact full name			
Mobile		Landline number	
Email			
If Organisation, who is the requesting agency?			
ABN			
Section or business unit			
Billing contact full name If different from primary contact			
Billing address			
Phone		Billing reference	
Project details			
Project name			
What is the purpose of the project?			
What language is required?			
Do you require a male or female interpreter? Mark answer with an 'X'.			
Male		Female	
Both, male and female			Either, male or female
Who is the target audience?			
What will the end product be? For example, talking posters, DVD			
What is the length of the recording? For example, time restriction on length of recording			
What is the proposed project completion date?			

<b>If an interpreter is required to travel you may be required to pay travel costs.</b>	
<b>Is your organisation prepared to cover travel costs?</b>	Yes / No
<b>Attachments</b>	
<b>A copy of the final script attached</b>	Yes / No
<b>Supporting documents attached</b>	Yes / No

## Submit

Email your completed form to [AIS.RecordingandProduction@nt.gov.au](mailto:AIS.RecordingandProduction@nt.gov.au)

Contact the recordings and production team if you would like to discuss your project on 08 8999 6060.

## Collection notice

The Aboriginal Interpreter Service manages personal information in accordance with the [Information Privacy Principles](#)<sup>1</sup> (IPPs) in the *Information Act 2002* (NT), which regulates how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

To process your request for an Interpreter, the Aboriginal Interpreter Service requires personal information from you to help us understand you and your needs, and provide you with the best service. Failure to provide relevant information about the recording project and other requested details as outlined in the booking request may result in the Aboriginal Interpreter Services being unable to provide you with a service, or the most appropriate service.

If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact the [Aboriginal Interpreter Service](#)<sup>2</sup>. For more information, read our [privacy policy](#)<sup>3</sup>.

<sup>1</sup> <https://infocomm.nt.gov.au/privacy/collection-of-information>

<sup>2</sup> <https://nt.gov.au/community/interpreting-and-translating-services/aboriginal-interpreter-service/contact-aboriginal-interpreter-service>

<sup>3</sup> <https://cmc.nt.gov.au/aboriginal-affairs/aboriginal-interpreter-service/aboriginal-interpreter-service-privacy-policy>