# Form for requesting alternate formats

You can use this form to commission your information in alternate formats – New Zealand Sign Language (NZSL), Braille, Audio, Large Print, and Easy Read.

If you have any questions, contact the Alternate Formats Group by:

* calling or texting us on 029 953 3170
* emailing us at [accessibility@whaikaha.govt.nz](mailto:accessibility@whaikaha.govt.nz)

## Submitting the form

Please email the completed form and the final content in a **Word document** to[accessibility@whaikaha.govt.nz](mailto:accessibility@whaikaha.govt.nz)

Please complete the checklist and all form fields. Do not leave any fields blank. If the field does not apply to your request, this needs to be indicated.

If the information is not completed, the request will be returned to you for completion. This may impact on the timeframes you have requested.

Before completing this form, please read the [Guide to requesting Alternate Formats](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/alternate-formats/guide-to-alternate-formats.html).

## Checklist: Is my document ready to send for Alternate Formats?

**You must complete this checklist** before you send through your request. If you are unsure of how to respond to any point, please contact [accessibility@whaikaha.govt.nz](mailto:accessibility@whaikaha.govt.nz).

You are welcome to attend a meeting with the Alternate Formats Group early on to get advice around your approach and next steps.

These criteria **must** be met in order for your document to proceed with translation / transcription. Failure to meet these requirements will mean that your application cannot proceed and your document will be returned to you for immediate remediation.

| Yes or N/A | Criteria that must be met |
| --- | --- |
|  | Document is in MS Word format (not pdf). |
|  | Document is a suitable size for alternate formats.  If the original document is long, also provide a summary with the key information, generally of up to 3-5 pages. For more information see: [Note](#bookmark=id.l0ezo5rejtm9) |
|  | Document is written in plain language – as per by the Plain Language Act 2022. For more information see the [Checklist for plain language - a quick reference guide](https://msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/quick-reference-guides/checklist-for-plain-language.html) |
|  | The document has enough context so your audience understands who the information is from and what its purpose is. |
|  | Document has a clear title at the top of the first page (e.g. “Summary of the XYZ Strategy 2023”). |
|  | A clear and consistent heading structure is provided using the “Styles” options in MS Word. For how to do this, see: [Technical advice](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/alternate-formats/alternate-formats-technical-advice.html) |
|  | Font size is a minimum of 12 point and a sans serif font is used (i.e. Verdana or Arial). |
|  | Tracked changes have been accepted and turned off in the document. |
|  | Comment boxes and watermarks have been removed. |
|  | Links to the full document or where to go for more information are included in the document. The link to the full document is needed in all summaries. |
|  | Primary logos for branding have been placed into the document – these should be in the body of the document, **not** in the header or footer. |
|  | All logos have alternate text. For how to do this, see: [Technical advice](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/alternate-formats/alternate-formats-technical-advice.html) |

|  |  |
| --- | --- |
| Yes or N/A | Criteria that must be met, if applicable to your document |
|  | Tables, graphs, and text boxes   * have been removed and information is provided in text or list format. |
|  | Alternative shortened URLs or Tiny URLs   * have been provided if you are using long URLs or hyperlinks.   Please include the shortened or tiny URL in brackets after the full URL or hyperlink. For an example see: [Technical advice](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/alternate-formats/alternate-formats-technical-advice.html) |
|  | Accessible contact options  - are provided for surveys, other feedback processes and general contact.  - a web address (if relevant); email address; free-call number (and hours of operation); text (for Deaf and hard of hearing); NZ Relay.  For an example, see: [Technical advice](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/accessibility/alternate-formats/alternate-formats-technical-advice.html) |
|  | A glossary of technical terms, or te reo Māori and Pasifika terms is provided as additional information for the producers. |
|  | Images   * have been removed unless absolutely necessary (see below). |
|  | Any absolutely necessary images have alt text. |
|  | Photos of any people named in the document are attached to the request as separate files, check the below for format requirements. Ensure you have consent to use the image. |
|  | Logos and any necessary images have also been provided as separate high resolution .png or .jpg/.jpeg files. |

**Note:** For NZSL and Easy Read, we generally translate summary documents of up to 3 - 5 pages, rather than full reports. In the Blindness formats (Large Print, Audio and Braille), we often transcribe the full report and the summary – this will be considered on a case-by-case basis. [[Return to checklist](#_heading=h.o4avxygifijc)]

## Job details

|  |  |
| --- | --- |
| Job name / topic | What is the name of the job or the topic of the document? |
| Title of all documents for translation / transcription | What are the title(s) to be used on the published document? |
| Agency or organisation | What is the agency or organisation this document is coming from? |
| Contact person name | Who is the main contact person for this translation? |
| Contact person phone | What is the phone number of the main contact person for this translation? |
| Contact person email | What is the email address of the main contact person for this translation? |
| Cost centre or purchase order | Do you have a cost centre or purchase order for this translation? Tell us if it’s a cost centre or a purchase order and provide us with the details. |
| Invoicing contact name | Who is the invoicing contact person for this translation? |
| Invoicing contact phone | What is the phone number of the invoicing contact person for this translation? |
| Invoicing contact email | What is the email address of the invoicing contact person for this translation? |
| Postal address of agency or organisation | What is the postal address of the agency or organisation? |
| Delivery address for hard copies | Do you require hard copies of the translations (e.g. printed Braille documents)? If yes, please provide a delivery address for this. |
| Date of request | What is the date of this request? Please use DD/mmm/YYYY (e.g. 10-Aug-2024) |
| **Timeframe requirements for obtaining costing estimates** | Costings, either quotes or estimates, generally take up to 10 working days to be completed.  If there is a reason you need the costings urgently, please tell us when they are needed and why it is urgent. If possible, we will try to accommodate this. |
| **Timeframe requirements for obtaining Final Translations / Transcriptions** | Production generally takes four to six weeks from when we receive the final, production-ready document.  Specific timeframes for your job will be discussed with you as part of the collaborative process.  If there is a particular date you would like the finals by, let us know the reason and date. Do not use ASAP.  We will try to meet the timeframes you are aiming for – but this may not be possible. |

**Note:** If there are changes to the content after the final document has been submitted for production, there may be additional costs and timeframes could change as the work may need to start again.

## Document content and audience

|  |  |
| --- | --- |
| **Purpose of the document** | In 1-2 sentences, tell us about what the information is for? |
| **Context of the document** | In 1-2 sentences, tell us about where the information has come from?  Provide any additional background information to give context for the work and list any documents attached.  For example, if an executive summary is being translated / transcribed, also provide the full document the summary relates to. |
| Audience segment | **In a short paragraph of 4-5 sentences, please tell us:**   * who is the main audience? * what the audience is required to do e.g. do they need to engage with the material in a specific way?   + if they need to contact you, what are the ways they can do this? |

## Document location

|  |  |
| --- | --- |
| Document location | Where will the content be housed?  If there is an existing website, provide the web address. |

## Logos

|  |  |
| --- | --- |
| **Primary logos** | Primary logos are the main branding logos to be used on the material.  Attach separately any logos that will be used in the document for branding, as a separate attachment to be sent with this form. Please provide these even if they had been provided previously for oher jobs.  **Please list the file name of the primary logos:** |
| **Additional logos** | Attach separately any logos of any other agencies mentioned anywhere in the document, as a separate attachment to be sent with this form.  **Additional logos are logos of** any other agencies mentioned in the document but not needed for branding  **List the file name of the additional logos:** |

## Branding and design guidelines

|  |  |
| --- | --- |
| Branding guidelines summary | Provide a short summary of any specific branding guidelines that need to be met, including colour and typeface.  Please attach your branding guidelines separately as a word doc or PDF. |
| Media and design elements | Describe any media or design elements needed.  For example:   * design elements * headings to be used as signposts in the NZSL video * descriptions of information that is not text – e.g. images, diagrams, photos   Attach any relevant files separately, and list the file names here: |