

Interpreter Briefing Template

Use this one-page intake before appointments, hearings, hotlines, or community sessions so interpreters receive context without exposing unnecessary personal information.

Session Snapshot

Organization	
Requester	
Date and time	
Delivery mode	
Language or dialect	
Interpreter credential needed	

Conversation Context

- ☐ Purpose of the session and desired outcome are clear.
- ☐ Participant names, roles, and preferred forms of address are documented.
- ☐ Sensitive topics, trauma-informed cues, or escalation concerns are noted.
- ☐ Technology links, dial-in numbers, and backup contacts are confirmed.

Terminology and Materials

Key terms	
Documents to review	
Words or phrases to avoid	
Follow-up owner	

Coordinator Notes

Share only the minimum necessary context. Avoid including full medical records, legal files, or protected details unless your program has approved a secure transfer path.