

Event Request Form

Organization:		
Contact Name:	E-mail:	
Telephone Number:	Fax Number:	
Mailing Address:	City:	ZIP:
Location/Address of Event <i>(if different from the mailing address above):</i>		
Details: <i>(room number, parking, etc.)</i>		

Topic: <i>(please choose from list)</i>		
Date:	Time Start: _____ Time End: _____	Language:
Please choose alternative dates/times if we are unable to accommodate your first choice:		
Alternate Date #1:	Alternate Date #2:	Alternate Date #3:

Which of the following equipments will be available on site? <i>(not required, but suggested)</i>		
<input type="checkbox"/> Laptop	<input type="checkbox"/> Projector	<input type="checkbox"/> Screen/Wall
<input type="checkbox"/> Speakers	<input type="checkbox"/> None	<input type="checkbox"/> Other: _____
How many people do you expect to attend? _____ <i>(minimum attendance of 10+ required)</i>		
Who will the audience(s) be?		
<input type="checkbox"/> Caregivers/Family Members	<input type="checkbox"/> General Community	
<input type="checkbox"/> Congregation/Parishioners	<input type="checkbox"/> Senior Citizens	<input type="checkbox"/> Other: _____
Would you like us to promote your event to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Name to be Listed on Publicity:		
Contact Telephone Number: <i>(to reserve a space, to request directions, or to ask for additional information)</i>		

Please save and return your completed form via email, mail or fax:

Alzheimer's Greater Los Angeles, Attn: Carmen Moore
 4221 Wilshire Blvd., Suite 400, Los Angeles CA 90010
 Fax to (323) 938-1036 or cmoore@alzgla.org