

Event Request Form

Founder's Center for Positive Spirituality
3281 W Sixth Street Los Angeles, CA 90020 213-388-9733
info@founderslosangeles.org



HOW TO SUBMIT YOUR REQUEST

Email Form or Print Form and submit in person to:
Founder's Church, 3281 West Sixth Street, Los Angeles, CA 90020
or fax to (213) 388-9849

EVENT CONTACT INFORMATION

Name _____ Group _____

Address _____

Phone Number _____ Cell Home Other

Email Address _____

EVENT INFORMATION

Event Title _____

Type of Event: (please check appropriate box)

Concert Conference Lecture Wedding

Funeral/Memorial Christening Other _____

Event Description

Event Date _____ Sponsoring Group _____

Event Time: Setup Time _____ to _____

Event Time _____ to _____

Clean Up Time _____ to _____

Expected Attendance _____

Location/s: (please check appropriate box)

Sanctuary

Holmes Chapel

Armor Lounge

Hornaday Hall

Rose Garden

Additional Location Need/s:

Kitchen

Church Office/s

Bride's room

SET UP INFORMATION

SERVICES NEEDED: (check one or more)

Stage

Podium (small or large)

Piano

Other: _____

Audiovisual

Wired Microphone (#___)

Wireless Microphone (#___)

Projector

Screen

Flip Chart and Markers

Other: _____

Lighting

Theatrical Lights

Outdoor lights (night event)

Other: _____

Kitchen

Ovens

Serving Dishes

Refrigerator/Freezer

Other: _____

Tables/Chairs

Round Tables

Long Tables

Chairs

Other: _____

Parking/Valet

Garage Parking Spaces (# ___)

Valets

other misc. services - specify: _____

Would you like to schedule a site inspection? yes no

ADDITIONAL COMMENTS

How did hear about Founder's events services and facilities? _____

Please **fax** this Special Events Request Form, marked to the attention of the church administrator, to (213) 388-9849 or return directly to Founder's Center for Positive Spirituality. A Founder's staff member will get back to you as soon as possible. The administrator may also be contacted by phone at (213) 388-9733 ext. 101 or by email at info@founderslosangeles.org.

We look forward to hearing from you!