

**LACMA SPECIAL EVENTS REQUEST FORM—FAX VERSION**

Please **fax** this Special Events Request Form to 323-857-6021 after filling out

TODAY'S DATE: \_\_\_/\_\_\_/\_\_\_ EVENT DATE: \_\_\_/\_\_\_/\_\_\_ EVENT TIME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

CLIENT/COMPANY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

**EVENT TYPE:** (Please note that LACMA is not available for events of a personal nature. For example, weddings, proms, bar mitzvahs, birthday parties, etc.)

(check one or more)

meeting  reception ( buffet or  plated or  cocktail)  lecture  screening

other: \_\_\_\_\_

NAME OF EVENT SPACE(S) DESIRED (e.g. Bing Theater, etc)

\_\_\_\_\_

# OF GUESTS: \_\_\_\_\_

SERVICES NEEDED: (check one or more)

audiovisual  beverage  electrical/lighting  florals  food  gallery access

music/entertainment  rentals  valet  other  misc. services (specify: \_\_\_\_\_)

DESCRIPTION OF EVENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to schedule a site inspection?:  yes  no

How did hear about LACMA's special events services? \_\_\_\_\_

Please **fax** this Special Events Request Form to 323-857-6021 and one of our special events staff will get back to you as soon as possible. Our special events staff may also be contacted by phone at 323-857-6039 or by e-mail at events@lacma.org. We look forward to hearing from you!