



ISLAMIC
DAWAH CENTER



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Instructions

1. This form must be completed and returned at least 2 weeks prior to event.
2. Bold items are required.
3. Please Print.
4. When completed, Please Fax completed form to the above contact information.
5. Should you have a question please e-mail or fax your inquiry attention: Event Coordinator.

Event Request Form

Organization

Organization Name

Street Address

City

State

Postal Code

For profit organization Non for profit organization

Organization Primary Business/Mission

Web site address

Contact Information

Primary Contact Person

First Name

Last Name

Title

IDC

Phone (Direct)

Phone (Main)

Phone (Cell)

Fax

Email

Secondary Contact Person

First Name

Last Name

Title

Phone (Direct)

Phone (Main)

Phone (Cell)

Fax

Email

Type of Request

Touring the facility

Requesting a speaker [On site Offsite]

Topic(s) Requested

Co-sponsoring an event [On site Offsite]

If event is offsite please provide location address

Street Address

City

State

Postal Code

Event

Name of Event

Event Date

Starting Time

Ending Time

Event description

Number of participants [Confirmed _____ Projected _____]

What is the purpose of this event?

How is this event related to dawah (Education)?

IDC

Audience

Kids Teenagers High schools students College students
 Graduate Students Professionals Teachers Parents
 Seniors

Special Needs

Special Language needs (Please Specify)

Handicap arrangements (Please Specify)

IDC