



U.S. Small Business Administration

Event Request Form

Los Angeles District Office
330 North Brand Blvd.
Glendale, CA 91203
PH: 818-552-3201

Internal	Once form is completed, return to LADO Inbox at: lado@sba.gov	
		Date Processed _____
		Division/ SBA Coordinator _____
	Resource Partner/ Contact _____	

External	From Requestor:	
	1) Name _____	Phone# _____
	Email Address _____	
	2) Organization Name _____	
	3) Date, Time, and Location of Event _____	
	4) Name of Event _____	
	5) Description _____	
	6) Date confirmation of participation is required? _____	
	7) SBA Role <input type="checkbox"/> Panelist <input type="checkbox"/> Speaker <input type="checkbox"/> Booth/Table <input type="checkbox"/> Facilitator _____ Other	
	8) Are you requesting SBA Resource Partner Involvement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	9) If so, who? <input type="checkbox"/> SCORE <input type="checkbox"/> SBDC <input type="checkbox"/> WBC _____ Other	
	10) Who is the Sponsor of the event? _____	
	11) Who is the audience/ participants for the event? _____	
	12) How many people are expected to attend this event? _____	
	13) What is the goal/ desired outcome of the event? _____	
	14) Any Special requests or comments about the event? _____	
15) Who will be marketing this event and how will marketing occur? (i.e) Eventbrite, flyer, email, etc. If using a flyer or other advertisement, please attach copies.		
16) Is there a need to use the SBA logo to advertise the event? If so, SBA logo usage applies.		

Visit us at: <https://www.sba.gov/offices/district/ca/glendale>