

**Fill out and fax to: Jenelle Cooper Tolson at (202) 287-3183 no later than 30 days prior to requested date.**

<b>Donor Events Application</b>						
<b>Applicant Information</b>						
Name of Organization:						
Address of Organization:						
City:		State:			Zip Code:	
Check One:	Non-Profit Organization <input type="checkbox"/>		For-Profit Organization <input type="checkbox"/>		Individual <input type="checkbox"/>	
<b>If non-profit organization attach copy of 501-C-3 certificate</b>				Date of application:		
<b>Contact Information</b>						
Contact Person and Title:						
Contact Address:						
Daytime Phone:		Cell Phone:		Fax:	Email:	
Alternate Contact Person:			Phone:		Email:	
<b>Event Information</b>						
<b>Event Type</b> (Please list the type of event - Meeting, Reception, Training, Retreat, Program, etc.):						
Date of Event:		Time of Event:		Number of People Expected:		
Title of Event:						
Would you like to provide food at your event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	If yes...	Box Lunch: <input type="checkbox"/>	Catering: <input type="checkbox"/>	Snacks: <input type="checkbox"/>
Do you need ACM to coordinate food for your event?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	If yes...	Box Lunch: <input type="checkbox"/>	Catering: <input type="checkbox"/>	Snacks: <input type="checkbox"/>
<b>If using an outside caterer, you must provide a copy of caterer's insurance certificate.</b>				NAME OF CATERER:		
<b>Space(s) Requested and Set-up Requirements</b>						
Which ACM space is requested? Check all that apply.		Program Room: <input type="checkbox"/>		Galleries/Lobby (Only available after 5pm): <input type="checkbox"/>		Terrace: <input type="checkbox"/>
Set-up Requested (List how many tables, chairs, stools, etc. are needed and in what formation.):						
Audio-Visual Equipment Requested (LCD Projector, Screen, CD Playback, Audio/Visual Recording, Laptop, Sound Capabilities, Podium, etc.):						
<b>***SMITHSONIAN POLICIES</b>						
There are rules and regulations as to the types of events that can be held on Smithsonian Property. Please review the attached documents!						
Documents Enclosed: <b>Smithsonian Directive 401 (Special Events Policy)</b> and <b>Donations Chart</b>						
<b>THERE IS SPECIFIC POLICIES ON MEDIA COVERAGE. WILL MEDIA BE A PART OF YOUR EVENT? YES <input type="checkbox"/> NO <input type="checkbox"/></b>						
Museum Contact Person: Jenelle Cooper Tolson			Phone: (202) 633-4867		Email: jctolson@si.edu	
<b>Event Approvals – TO BE FILLED OUT BY ANACOSTIA COMMUNITY MUSEUM STAFF ONLY</b>						
<b>Anacostia Community Museum Contact</b>				<b>Title</b>		
Jenelle Cooper Tolson				Public Affairs Specialist (Events Coordinator)		
Signature:				Date:		
I authorize the requested use of space as specified in this application.		Donation needed for use of Space?		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	\$
Name:		Title:				
Signature:				Date:		