



Event Booking Form

If you are interested in hosting an event at the Ford Foundation Center for Social Justice, please fill out the following form and a member of our team will get back to you on availability and eligibility within two business days.

ORGANIZATION INFORMATION

All questions are required unless labeled optional.

Primary event contact

NAME

TITLE

EMAIL ADDRESS

PHONE NUMBER

Organization details

NAME OF ORGANIZATION(S)

ORGANIZATION WEBSITE

ORGANIZATION TYPE (PLEASE CHECK ALL THAT APPLY)

- 501(c)(3)
- Affiliated with a 501(c)(4)
- Government Agency
- NGO
- Private Sector
- Other

501(c)(4) activities are not permitted at the Ford Foundation Center for Social Justice.
If you have any questions, please email events@fordfoundation.org.

ARE YOU A RECENT OR CURRENT FORD FOUNDATION GRANTEE?

- No
- Yes

IF YES, PLEASE LIST FORD FOUNDATION GRANT MAKER OR PRIMARY CONTACT

IS YOUR ORGANIZATION OR EVENT AFFILIATED WITH A FORD FOUNDATION TRUSTEE OR OFFICER?

- No
- Yes

IF YES, PLEASE LIST THEIR NAME(S)

HAVE YOU REQUESTED FUNDING FROM THE FORD FOUNDATION FOR THE EVENT?

- No
- Yes

EVENT DETAILS

All questions are required unless labeled optional.

Event description

TITLE OF EVENT

PLEASE PROVIDE A DESCRIPTION OF THE EVENT, INCLUDING TOPICS TO BE DISCUSSED. IF AVAILABLE, PLEASE SEND A DRAFT AGENDA OR CONCEPT NOTE TO EVENTS@FORDFOUNDATION.ORG.

ANTICIPATED SPEAKERS AND THEIR ORGANIZATIONS (OPTIONAL)

WILL GOVERNMENT OFFICIALS OR POLITICAL CANDIDATES BE PARTICIPATING IN THE EVENT?

- No
 Yes

IF YES, PLEASE LIST THEIR NAMES AND ROLES AT THE EVENT

Desired date and time

First choice

START DATE

END DATE

START TIME

END TIME

Second choice (optional)

START DATE

END DATE

START TIME

END TIME

Attendee information

NUMBER OF ATTENDEES

DESCRIBE THE TARGET AUDIENCE(S)

WILL THERE BE ANY VIPS REQUIRING SPECIAL SECURITY?

No

Yes

IF YES, PLEASE LIST VIP NAMES AND SECURITY NEEDS

WILL PRESS BE IN ATTENDANCE?

No

Yes

Additional event details

NUMBER OF ROOMS NEEDED.

IF YOU WOULD LIKE TO REQUEST SPECIFIC ROOMS, PLEASE LIST ROOM NAMES HERE.

WILL YOU BE VIDEO RECORDING, LIVE STREAMING, OR PHOTOGRAPHING THE EVENT? (OPTIONAL)

- Video Recording
- Live Streaming
- Photographing
- Audio Recording

WILL YOU BE CHARGING A REGISTRATION FEE FOR THIS EVENT?

If yes, please note that all fees must be collected in advance. Monetary transactions or sales are not permitted in the Ford Foundation building.

- No
- Yes

ADDITIONAL INFORMATION

DOES YOUR EVENT REQUIRE ACCESSIBILITY SERVICES? IF SO, PLEASE DESCRIBE. (OPTIONAL)

ARE THERE ANY SENSITIVITIES TO BE AWARE OF? (OPTIONAL)

ADDITIONAL NOTES/COMMENTS (OPTIONAL)