



# Islamic Center of Long Island

835 Brush Hollow Road, Westbury, New York 11590

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## Committee Event Request Proposal

Committee Name: \_\_\_\_\_

Event Title: (Please submit request minimum 7 days prior) \_\_\_\_\_

Event Date and Day: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Leader: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Detailed Event Description: \_\_\_\_\_

\_\_\_\_\_

Is this Event Virtual or in-person at ICLI: \_\_\_\_\_

If at ICLI, mention the location (No additional space/area can be utilized) \_\_\_\_\_

Setup Request: \_\_\_\_\_

\_\_\_\_\_

If virtual, request for Tech Support Personnel: Yes \_\_\_\_\_ No \_\_\_\_\_

Speaker (Please provide Bio to the office for non-ICLI members): \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Note:** Event Leader is responsible for the setup and cleanup of the event.  
Event Leader must be present onsite at least 15 minutes prior to the Event Start time.  
In case of change of date, the Office should be informed at least 2 days before the event.  
Event cannot exceed 5 hours. No later than 11:00 p.m.

### Office Use Only

Speaker Vetted and Bio on File: \_\_\_\_\_ (ICLI Office)

Space reserved and Setup Items Confirmed: \_\_\_\_\_ (ICLI Office)

Funding approved: \_\_\_\_\_ (ICLI Treasurer)

Event Approved by: \_\_\_\_\_ (Committee Chair)

On (Date): \_\_\_\_\_