**Club Event Publicity Form**

[**www.zilkergarden.org**](http://www.zilkergarden.org) **, “Garden Happenings”, Facebook**

**Instructions:** Email the completed form and related attachments to aagc@zbgconservancy.org with the Subject line “Club Event Publicity Form” at least one month (4 weeks) before the event.

Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Publicity Options Requested.** *(Put an “X” next to all that apply. Inclusion is based on space, web rules.)*

\_\_\_\_\_ On the ZBG website and calendar, [www.zilkergarden.org](http://www.zilkergarden.org) – Questions? nanainaustin75@gmail.com

\_\_\_\_\_ In Garden Happenings, emailed to club members – Questions? skdickson@yahoo.com

\_\_\_\_\_ Posted on AAGC’s Facebook page – Questions? marionalsup@aol.com

 **Event Information – Club Meetings, Special Events, Activities**

**Event Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Day 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Day 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_ Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location of Event**

 *At Zilker Botanical Garden* (Check as many as apply) \_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ Auditorium \_\_\_\_\_ Greene Room \_\_\_\_\_Oak Grove \_\_\_\_\_ South Lawn

 *Outside of Zilker Botanical Garden?*

 Location Name ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Virtual Event?*  \_\_\_\_ Yes \_\_\_\_ No

 Club contact for registration/link information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Speaker/Demonstrator/Leader**  \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please provide

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title of Session \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In 50 words or less, describe the event and include names and affiliations of any speakers, their topic and/or any activities at the event. What will excite or interest people? (See examples on [www.zilkergarden.org](http://www.zilkergarden.org) – Events section)

*Text of 300 characters or less*

**Additional Details about the Event**

 Extra costs, beyond the Garden Admission Fee? Yes \_\_\_ No \_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The event \_\_\_\_\_\_ is *open to the public and other AAGC club members* or \_\_\_\_\_\_\_ is *private and* *limited to this club’s members*.

 Major Co-Sponsors \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 How a potential attendee can obtain additional information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (website, email, or name with phone number)

**Attachments -** Please attach to the email of this form all files you want reviewed and used, including flyers, club logo, photos or images, and the required logo template for all flyers.

**Flyer Template –** If the Club has not created a flyer to promote the event, use the following template to create a flyer for the website Events link. Stretch it out to cover a page, arrange text boxes, make it sell the club’s event. The four Zilker logos and the information box titled Zilker Botanical Garden are required but can be rearranged.

Space for photo in layout

EVENT NAME

DAY, DATE, TIME LOCATION

Sentence about event … text should include Host name and link to their website – less than 100 words

(May be description from the form and include speaker name,

affiliation, topic, if appropriate)



