

Club Event Publicity Form

www.zilker garden.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.zilker garden.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.zilker garden.org – Events section)

Text of 300 characters or less

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.

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)	
	Space for photo in layout
<p>Zilker Botanical Garden, 512-477-8672; ADA, 512-974-3914 <u>Reservations:</u> www.zilker garden.org <u>Admission Fees:</u> Austin Resident \$6 Adult, \$5 Senior, \$3 Child Non-residents \$8 Adult, \$7 Senior, \$4 Child <u>Parking:</u> Front Gate_2220 Barton Springs Rd, Austin, TX 78746 Free Day and Over-flow Parking: 2300 Stratford Dr., 78746</p>	
	