

Club Event Publicity Request Form

Events Page on Zilker Botanical Garden Website, "Garden Happenings," AAGC Facebook

Instructions: Email the completed form and any related attachments to aagc@zbgconservancy.org with the Subject Line "Club Event Publicity Form" at least two (2) 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 Events page [Zilker Botanical Garden Website](#) Questions? nanainAustin75@gmail.com
 In **Garden Happenings**, sent to AAGC members, ZBG website link Questions? skdickson@yahoo.com
 On AAGC's Facebook page Questions? marionalsup@aol.com

Event Information – Club Meetings, Special Events, Activities

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

How to register or obtain Zoom link information: _____

Email _____ Phone Number _____

Event Name or Title: _____

Day 1 _____ Date _____ Start Time _____ End Time _____

Day 2 _____ Date _____ Start Time _____ End Time _____

Speaker/Demonstrator/Leader Yes No If Yes, please provide:

Name/Subject of Session _____

Speaker's Name _____

Speaker's Organization _____

In **100 words or less**, describe the event, including names and affiliations of any speakers, their topic and/or any activities at the event. What will make people want to attend?

Additional Details about the Event

Extra costs, beyond the Garden Admission Fee (Music events, sales, fundraisers, etc)

Yes ___ No ___ If Yes, how much? _____

Event ___ is *open to the public and other AAGC club members* **or**
___ is *private and/or limited to this club's members*.

Major Co-Sponsors _____

How a potential attendee can obtain additional information _____

(Link to event details on club website AND/OR Club Contact and email)

Attachments

Provide all files you want us to consider using, such as club logo, photos or images supporting the event, or a flyer.

Flyers for events held at Zilker Botanical Garden must include the ZBG Information below, and the four logos

Zilker Botanical Garden, 512-477-8672; ADA, 512-974-3914

Reservations: www.zilkerbotanicalgarden.org

Admission Fees: Austin Resident \$6 Adult, \$5 Senior, \$3 Child

Non-residents \$8 Adult, \$7 Senior, \$4 Child

Parking: Front Gate 2220 Barton Springs Rd, Austin, TX 78746

Free Day and Over-flow Parking: 2300 Stratford Dr., 78746



CHECKLIST

- **Confirm all Event Information is provided - Location, Title, Speaker, Date and Time**
- **Complete the 50 words or less box with text that will be used in promotion on the website Events link, in Garden Happenings, and on Facebook.**
- **Provide additional detail about the Event that will be included in the promotion content (Fees, Open to Public, Co-Sponsors, Additional Information Contact).**
- **If desired, attach flyer, club logo, photos, images and submit with Publicity Form.**
- **Email the completed form and attachments **at least 2 weeks prior** to the Event.**

All good to go?

Email to AAGC@zbgconservancy.org

Subject Line: Club Event Publicity Request - Club Name