Name of Club: Click or tap here to enter text. Date Request Submitted: Click or tap to enter a date.

Contact Name for this Request: Click or tap here to enter text. Title: Click or tap here to enter text.

Email: Click or tap here to enter text. Phone: Click or tap here to enter text.

**Special Events – Educational Programs, Seminars, Sales or Shows**

Event Name: Click or tap here to enter text.

Type of Event (Check all that apply): Educational Program [ ]  Show [ ]  Sale [ ]

Other [ ]  (What type of Event is it?) Click or tap here to enter text.

*Mark if 15% Net Profit applies because this is a club fundraising event held at ZBG* [ ]

Space requested (Mark all that apply)

Inside: Auditorium [ ]  Greene Room [ ]

Grounds: Herb & Rose Garden Area [ ]  Oak Grove [ ]  South Lawn (outside Auditorium) [ ]

Briefly describe event and how you envision using space – will you have sales, vendors, demos, etc.

Click or tap here to enter text.

**Option One: One-day Event** (If Saturday, please plan to end by 3 and vacate Auditorium by 4 pm)

1st Choice Date: Click or tap to enter a date. 2nd Choice Date: Click or tap to enter a date.

**Open to Public** (Earliest start is 9:30 am)

Start Time: Click or tap here to enter text. End Time: Click or tap here to enter text.

**Option Two: Two-day Event**

1st Choice Dates: Day One Click or tap to enter a date. Day Two Click or tap to enter a date.

2nd Choice Dates: Day One Click or tap to enter a date. Day TwoClick or tap to enter a date.

**Open to the Public**

Day 1 Start Time : Click or tap here to enter text. Day 1 End Time: Click or tap here to enter text. Day 2 Start Time : Click or tap here to enter text. Day 2 End Time: Click or tap here to enter text.

*Set-up for 1- or 2-day events start Friday 1 pm. Details made with ZBGC Ops after dates approved.*

Set Up Date Requested: Click or tap to enter a date. Set Up Time Requested: Click or tap here to enter text.

# attendees expected: Click or tap here to enter text. # volunteers expected: Click or tap here to enter text.

Are you willing to share space at this event with another club? Yes [ ]  No [ ]

Have arrangements already been made with a club? If so, which one? Click or tap here to enter text.

**Monthly Club Meeting**

Space requested (Choose one) : Auditorium (25 - 150) [ ]  Greene Room (5 – 25) [ ]

Expected Number of attendees: Click or tap here to enter text.

Day of Month Requested: (For example 1st Tuesday, 3rd Wednesday, etc)

List exact dates, starting when you want this reservation to begin, and indicating any month the club does not meet: (for example: 10/4, 11/1, 12/6, No Jan, 2/7, etc)

Click or tap here to enter text.

**Setup/Close:** Actual setup/close times will be provided with approval notice. 60 minutes will be allotted before meeting starts to set up, and 30 minutes after meeting ends to close down. Clubs with morning meetings may have members come as early as 9:30 to socialize before 10 am meeting. Clubs with night meetings may arrive after 5:30 and should plan to end meeting no later than 9:00.

Meeting Start Time: Click or tap here to enter text. Meeting End Time: Click or tap here to enter text. Meeting Length: Click or tap here to enter text.

If you have a socializing time, please indicate when it starts: Click or tap here to enter text.

**Audio-Visual Plans** (Request A-V training by contacting secretary.aagc@gmail.com)

In-Person Only (Microphone, speakers, projecter, screen): [ ]  Hybrid: In-person and Zoom A-V [ ]

**Monthly Board Meeting**

Space Requested: Auditorium [ ]  Greene Room [ ]  Usual number of Board attendees:

Day of Month Requested: (For example 1st Tuesday, 3rd Wednesday, etc)

List exact dates beginning with when you want this reservation to start – omit months club does not meet: (for example 10/4, 11/1, 12/6, No Jan, 2/7)

Click or tap here to enter text.

Board Mtg Start Time: Click or tap here to enter text. Board Mtg End Time: Click or tap here to enter text. Meeting Length: Click or tap here to enter text.

**Audio-Visual Plans:**

In-Person Only (Microphone, speakers, projecter, screen): [ ]  Hybrid: In-person and Zoom A-V [ ]

In submitting this Schedule Request, the club agrees to follow “ZBGC Guide for AAGC Club Use of Zilker Botanical Garden.”

Send completed Request Form to schedule.aagc@gmail.com

Questions? Email Karen.Kalergis@gmail.com

**FOR AAGC USE ONLY:**

Date AAGC Received/By: Click or tap to enter a date. Date Logged in STAR/By: Click or tap to enter a date.

Date TENT to ZBGC/By: Click or tap to enter a date. Date of Calendar Meeting: Click or tap to enter a date.

**Special Events**

Event Not Approved for Calendar [ ]  Date(s) Not Approved: Click or tap here to enter text.

Date club notified/By: Click or tap to enter a date.

Event Approved for Calendar [ ]  Date(s) Approved: Click or tap here to enter text.

Time Open to the Public Approved: Click or tap here to enter text.

Date club notified/By: Click or tap to enter a date.

Setup Start Time Assigned for Event: Click or tap here to enter text. Time for Close: Click or tap here to enter text.

Total Event Reservation: Click or tap here to enter text.

**Club Meetings**

Club Meeting(s) Not Approved for Calendar [ ]

Club Meeting(s) Approved for Calendar [ ]

Club Meeting dates/Time Approved: Click or tap here to enter text.

Date club notified/By: Click or tap to enter a date.

Time Assigned for Club Setup

Start: Click or tap here to enter text. Time for Close: Click or tap here to enter text.

Total Reservation: Click or tap here to enter text.

**Board Meetings**

Board Meeting(s) Not Approved for Calendar [ ]

Board Meeting(s) Approved for Calendar [ ]

Board Meeting Dates/Times Approved Click or tap here to enter text.

Date club notified/By: Click or tap to enter a date.

Time Assigned for Club Setup Start: Click or tap here to enter text. Time for Close: Click or tap here to enter text.

Total Reservation: Click or tap here to enter text.

Notes: Click or tap here to enter text.