

**FY 2023 Schedule Request Form for AAGC Clubs**

*October 1, 2022 to September 30, 2023*

Name of Club:

Date Request Submitted:

Contact Name for this Request:

Title:

Email:

Phone: ( )

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

Event Name:

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

Other  (What type of Event is it?)

*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.

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

1<sup>st</sup> Choice Date:

2<sup>nd</sup> Choice Date:

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

Start Time:

End Time:

**Option Two: Two-day Event**

1<sup>st</sup> Choice Dates: Day One

Day Two

2<sup>nd</sup> Choice Dates: Day One

Day Two

**Open to the Public**

Day 1 Start Time :

Day 1 End Time:

Day 2 Start Time :

Day 2 End Time:

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

Set Up Date Requested:

Set Up Time Requested:

Number of attendees expected:

Number of Club volunteers expected:

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?

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**Monthly Club Meeting**

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

Expected Number of attendees:

Day of Month Requested: (For example 1<sup>st</sup> Tuesday, 3<sup>rd</sup> 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)

**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:                      Meeting End Time:                      Meeting Length:

If you have a socializing time, please indicate when it starts:

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

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

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**Monthly Board Meeting**

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

Day of Month Requested: (For example 1<sup>st</sup> Tuesday, 3<sup>rd</sup> 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)

Board Meeting Start Time:                      Board Meeting End Time:                      Meeting Length:

**Audio-Visual Plans:**

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

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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](mailto:schedule.aagc@gmail.com)

Questions? Email [Karen.Kalergis@gmail.com](mailto:Karen.Kalergis@gmail.com)

**FY 2023 Schedule Request Form for AAGC Clubs**  
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**FOR AAGC USE ONLY:**

Date AAGC Received/By:

Date Logged in STAR/By:

Date TENT to ZBGC/By:

Date of Calendar Meeting:

**Special Events**

Event Not Approved for Calendar  Date(s) Not Approved:

Date club notified/By:

Event Approved for Calendar

Date(s) Approved:

Time Open to the Public Approved:

Date club notified/By:

Setup Start Time Assigned for Event:      Time for Close:

Total Event Reservation:

**Club Meetings**

Club Meeting(s) Not Approved for Calendar

Club Meeting(s) Approved for Calendar

Club Meeting dates/Time Approved:

Date club notified/By:

Time Assigned for Club Setup      Start:      Time for Close:      Total Reservation:

**Board Meetings**

Board Meeting(s) Not Approved for Calendar

Board Meeting(s) Approved for Calendar

Board Meeting Dates/Times Approved

Date club notified/By:

Time Assigned for Club      Setup Start:      Time for Close:      Total Reservation:

Notes: