**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 publicity.aagc@gmail.com 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](https://zilkergarden.org/events/)

Questions? Ask Donna Friedenreich publicity.aagc@gmail.com

\_\_ In **Garden Happenings**, sent to AAGC members, ZBG website link

Questions? Ask Sally Dickson skdickson@yahoo.com

\_\_ On AAGC’s **Facebook page** Questions? Ask Marion Alsup marionalsup@aol.com

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

**Location of Event**

 *At Zilker Botanical Garden* (Check all that 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?

 (See examples on [www.zilkergarden.org](http://www.zilkergarden.org) – Events link)

**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***





**CHECKLIST**

* **Confirm all Event Information is provided - Location, Title, Speaker, Date and Time**
* **Complete the 100 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** publicity.aagc@gmail.com

**Subject Line: Club Event Publicity Request - Club Name**

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