

## 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](mailto: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](#)

Questions? Ask Donna Friedenreich [publicity.aagc@gmail.com](mailto:publicity.aagc@gmail.com)

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

Questions? Ask Sally Dickson [skdickson@yahoo.com](mailto:skdickson@yahoo.com)

On AAGC's **Facebook page** Questions? Ask Marion Alsup [marionalsup@aol.com](mailto: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?

**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.zilker garden.org](http://www.zilker garden.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 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](mailto:publicity.aagc@gmail.com)

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

