

## 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 to ensure that there is time to post on the ZBG website. Requests for Garden Happenings may be submitted as early as two months before event and may be published in two editions of Garden Happenings before your 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: [theaustinherbsociety@gmail.com](mailto:theaustinherbsociety@gmail.com)

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**Event Name:** \_\_\_\_\_

Day 1: Day of the Week \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Day 2: Day of the Week \_\_\_\_\_ Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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

Program Title \_\_\_\_\_

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.**

*Remember, Garden Happenings requests can be submitted as much as two months in advance, and we hold information for use on website as well.*

*All good to go?*

Email to [publicity.aagc@gmail.com](mailto:publicity.aagc@gmail.com)