

FY 2024 Schedule Request Form for AAGC Clubs

October 1, 2023 to September 30, 2024

Name of Club:

Today's Date:

Contact for this Request:

Title:

Email:

Phone: ()

Special Events – Sales, Shows, Educational Programs, Seminars

Event Name:

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

Other (Tell us what it is?)

If this is a club fundraising event held at ZBG, mark here as 15% Net Profit applies

Space requested (Mark all that you'd like to use)

Inside: Auditorium

Greene Room

Library

Kitchen

Grounds: Herb & Rose Garden Area

Oak Grove

South Lawn (outside Auditorium)

Describe how space is used – sales by club or vendors, exhibits for shows, workshops, demos, secure use by judges, etc.

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

1st Choice Date:

2nd Choice Date:

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

Start Time:

End Time:

Option Two: Two-day Event

1st Choice Dates: Day One

Day Two

2nd 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 Request

Set Up Time Request:

Attendees expected:

Club volunteers expected:

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

If so, have arrangements already been made with another club already? 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 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)

Setup/Close: 60 minutes is allotted before meeting starts to set up, and 30 minutes after meeting ends to close. Morning club meetings may have arrive as early as 9:30 to socialize before 10 am start. Clubs with night meetings may arrive after 5:30 and should plan to end meeting no later than 9:00.

Meeting Start: Meeting End: 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 (Mikes, projector, screen): Hybrid: In-person and Zoom A-V

Monthly Board Meeting

Space Requested: Auditorium Greene Room # of Board attendees:

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

List exact dates you want for this reservation - note months club does not meet: (for example 10/4, 11/1, 12/6, No Jan, 2/7)

Board Meeting Start: Board Meeting End: Meeting Length:

Audio-Visual Plans:

In-Person Only (Microphone, speakers, projector, 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, same place: schedule.aagc@gmail.com

