

FY 2025 Schedule Request Form for AAGC Clubs

October 1, 2024 to September 30, 2025

Note: To complete this form on your computer, click inside a blank space and type your response. You can use the 'tab' key to move between the spaces.

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 Please tell us what it is)

Is this a club fundraising event held at ZBG? If Yes, check here as 15% Net Profit applies

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

Inside: Auditorium Kitchen Greene Room

Library There are limits on Library use. Please describe how you would use it for your event:

Grounds: Herb & Rose Garden Area Oak Grove South Lawn (outside Auditorium)

Other Grounds:

Describe how space is used – e.g., vendors, exhibits, demos, workshop, use by judges, etc.

Clubs can request one event in FY 2025 in 1st round; requests for a 2nd event will be reviewed after 1st round decisions. Submit a new form for your 2nd event request.

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:

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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:

Has your club hosted this event at Zilker Botanical Garden before?

If yes, how many attendees did you have?

If no, how many do you expect?

How many Club Volunteers will you have for this event:

AAGC recognizes that the best time for some events is dictated by the plant itself –when it blooms, when it should be planted or exhibited, etc. Please describe the reason why the date requested is important, or if it is a regional or state event, dictated by other schedules, so we can consider.

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 emailing VP of Ops at schedule.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.”**

Please save your completed request form as a PDF with the name of your club as the file name.

Send the completed form to schedule.aagc@gmail.com

Questions? Email Karen Kalergis, schedule@aagc@gmail.com

