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 [ ]  Library [ ]  Greene Room [ ]

*Note: We don’t know when the Greene Room will be available and there are limits on Library use.*

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

Other Grounds:

**Describe how space is used** –

**Inside:** e.g., vendors, exhibits, demos, workshop, use by judges, etc.

**Grounds:** Are tables, chairs, sound, required?

***In FY 2026, each Club may request one event in the 1st round of reviews; requests for a 2nd event will be reviewed after 1st round decisions are made. Please copy this page and submit a separate events page for the 2nd request. NOTE: Events have priority over meetings on weekends. Choose Option One or Two***

**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 (Usually a Saturday-Sunday)**

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 after datesare approved.*

Set Up Date Request: Set Up Time Request:

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

If yes, when, and how many attendees did you have?

If no, how many attendees do you expect?

List number of volunteers you will 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(s) 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?

**Monthly Club Meeting**

Space requested (Choose one) : Auditorium (25 - 150) [ ]  Greene Room (5 – 25) [ ]

Expected Number of Attendees:

Day of Month Requested: (e.g. 1st Tuesday, 3rd Wednesday, etc)

List exact dates, starting when you want this reservation to begin, and any month the club does not meet: (e.g.: 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. Earliest club meeting may begin is 9:30 a.m., with set up beginning at 9:00 a.m. 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:

**A-V Needs: Is this meeting In Person** (Mikes, projector, screen): [ ]  Hybrid: In-person/Zoom[ ]

Do you want to use **AAGC Zoom Account** for the Hybrid portion? Yes [ ]  No [ ]

***If Yes, the AAGC Zoom account will be reserved for meeting dates approved above.***

**Monthly Board Meeting**

Space Requested: Auditorium [ ]  Greene Room [ ]  # of Board attendees:

Day of Month Requested: (e.g. 1st Tuesday, 3rd Wednesday, etc)

List exact dates you want for this reservation and 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:

**A-V Needs: Is this meeting In Person** (Mikes, projector, screen): [ ]  Hybrid: In-person/Zoom [ ]

Do you want to use **AAGC Zoom Account** for the Hybrid portion? Yes [ ]  No [ ]

***If Yes, the AAGC Zoom account will be reserved for Board meeting dates approved above. Priority for AAGC Zoom is given to club meetings.***

In submitting this Schedule Request,

the club agrees to follow the ***“ZBGC Guide for AAGC Club Use of Zilker Botanical Garden.”***

Questions? Email schedule.aagc@gmail.com Send Request Form to schedule.aagc@gmail.com by April 1, 2025

**FOR AAGC USE ONLY:**

Date AAGC Received: Date Logged in STAR:

Date TENT: Date of Calendar Meeting:

**Special Events**

Event Not Approved for Calendar [ ]  Date(s) Not Approved: Date club notified:

Event Approved for Calendar [ ]  Date(s) Approved: Time Open to the Public Approved:

Date club notified:

Setup Start Time Assigned for Event: Approved Time for Close:

Total Event Reservation:

**Club Meetings**

Club Meeting Date(s) Not Approved for Calendar (List)

Club Meeting Date(s) Approved for Calendar (List)

Club Meeting Time Approved: Date club notified:

Assigned Club Setup Start: Time for Close: Total Reservation:

**Board Meetings**

Board Meeting Date(s) Not Approved for Calendar:

Board Meeting Date(s) Approved for Calendar: Board Meeting Time Approved:

Date club notified:

Assigned Club Setup Start: Time for Close: Total Reservation:

Notes: