# Submitted by:

**OVERLAND PARK**

**ARBORETUM & BOTANICAL GARDENS**

**EVENT REQUEST FORM**

Event request form is due to the City by **September 30** for events requested the following calendar year. Events include\*: Spring Plant Sale, Wine Tastings, Biergarten Thursdays, Terra Luna, Luminary Walk/Candlelight Stroll, and Stems.

*\*Other FOTA events in development should be submitted as early as possible for consideration/approval.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization representing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# GENERAL INFORMATION

## Event title/theme

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|  | 1. Describe the event, including title/theme, proposed dates/season, goals |

## Event details

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| --- | --- |
|  | 1. Number of occurrences    * One day    * Multiple days    * One day with multiple sessions    * Weekly    * Monthly    * Other 2. Provide date, time of event and duration. If event is more than one occurrence, include number of occurrences, date(s) for each occurrence, time, etc. 3. Describe estimated number of set up days required 4. Maximum # of guests per session and total    * Number per session \_\_\_\_\_\_\_\_\_    * Number total if multiples requested \_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Audience target    * Adults    * Children    * Families    * Members 6. Where will the event take place?    * Visitor Center    * Environmental Education Center    * Gardens    * Trails    * Prairie    * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7. Describe where the event will take place including specific gardens, trails, room in either building, etc.   ***Rooms requesting – circle all that apply***   * *Conference Room* * *Classroom* * Multipurpose Room – we request that this space be utilized by a limited number of guests (patrons for example) if there furnishings in place by the date of Stems. * Gallery – We are requesting that all of the interior of LongHouse be “open” to guided (or unguided if guided is not feasible) tours of the facility. * *Catering Kitchen* * Sunroom * EEVC Patio * Green Rooms * Restrooms – upper and lower   ***Gardens requesting – circle all that apply***   * *Xeriscape* * *Stous Promenade* * *Byrd’s Grove* * *Monet* * *Legacy Garden* * *Herb Garden* * *Erickson Water Garden* * *Cohen Iris Garden* * *Serenity Point* * *Train Garden, including Leatherwood Depot* * *Rotary Children’s Discovery Garden* * *Marder Woodland Garden* * *Enchanted Glenn* * ALL * *Other:* New LongHouse outdoor event spaces – event terrace, wedding lawn, great lawn, hidden garden, etc.   9. Will your event require the Arboretum to close early or stay open past normal operating hours? If yes, please explain |
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## Communication strategy

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|  | Please list stakeholders involved and methods for communicating changes/developments   * Shared Google doc – for planning purposes, to be shared by ARFOP and Arboretum staff * Shared other doc * Email communications, to include:   + Event chair   + Friends chair   + Friends board members   + **Staff**   + **Volunteer Leadership**   + **ARFOP Staff** |

## Staff and Volunteer Resources requesting

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|  | Provide a scope of resources needed. Specifics can be determined after initial approval. Final approval will be provided after specifics are communicated.   1. Staff categories requesting    * Special Event Coordinator    * Laborer – set up, operation, tear down    * Point of Sale – ticketing, concessions    * Volunteer Coordinator – recruiting, communication, tracking    * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Staff tasks requesting. Circle all that apply  * Set up * Operation of the event * Reset, if multiple sessions/days * Tear down * Purchases – all purchases/vendor contracts are with ARFOP * Point of sale/customer service  1. Storage/staging area requesting. Circle all that apply.    * Maintenance shop workspace    * Maintenance shop space for temporary storage    * Maintenance yard    * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Equipment requesting. Circle all that apply.    * Work/utility carts    * Passenger carts    * iPad (ticketing)    * Radio/Communications    * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Volunteer tasks requesting. Circle all that apply    * Pre-event preparation    * Event set up    * Event reset, if multiple sessions/days    * Operation of event – entry, path ambassadors, entertainment, area points    * Volunteer support roles – hospitality, check in.    * Alcohol service    * Food service (non-concessions)    * Money handling    * Tear down    * Purchase supplies |
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1. **Indoor Event Logistics (if outdoors only, skip to next section)**

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|  | 1. *If indoors, should the building be closed to the public? YES or NO* 2. *Tables/chairs required*  * *Banquet style* * *Theater style* * *Reception style* * *Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  1. *Vendor supplied – circle all that apply*  * *Caterer* * *Beverage* * *Alcohol* * *Lights/generators* * *Ice* * *Mats* * *Parking assistance needed – yes or no?* |
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1. **Outdoor Event Logistics**

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|  | 1. *If outdoors, should the area be closed to the public?* YES *or NO* 2. *Audio/Visual equipment needed – circle all that apply*  * *Projector* * *PA System* * *Laptop* * *Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  1. *Vendor supplied – circle all that apply*  * *Caterer* * *Beverage* * *Alcohol* * *Lights/generators* * *Tents* * *Stage* * *Tables/chairs* * *Restroom facilities* * *Ice* * *Mats*  1. *Parking assistance needed? YES or NO* |
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# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

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| Name | Title | Date |
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| Approved By |  |  | Date |  | Approved By |  |  | Date |