

# Cheyenne Botanic Gardens Events, Classes & Workshops

MISSION: The Cheyenne Botanic Gardens exist to cultivate community for the public by providing treasured gardens, educational opportunities, and enrichment.

NOTE: Cheyenne Botanic Gardens fee for hosting an event is \$5.00 per person.

TOPIC OR NAME OF WORKSHOP: \_\_\_\_\_

DESCRIPTION OR SUMMARY OF WORKSHOP: \_\_\_\_\_

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DATE & TIME: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION OF ROOM LAYOUT (classroom, theatre, rectangle group) \_\_\_\_\_

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PARTICIPANT FEE: \_\_\_\_\_

MAKE AND TAKE OR DEMONSTRATION WORKSHOP: \_\_\_\_\_

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SPEAKER FEE: \_\_\_\_\_

MATERIALS YOU ARE PROVIDING: \_\_\_\_\_

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MATERIAL YOU MAY NEED (whiteboard, AV, Power source, etc...): \_\_\_\_\_

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SET-UP/CLEAN-UP TIME: \_\_\_\_\_

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SOCIAL MEDIA INFORMATION/WEBSITE: \_\_\_\_\_

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CONNECTION TO CBG MISSION: \_\_\_\_\_

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Please provide any additional information comments or questions below: \_\_\_\_\_

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