

Institutional Calendar Process Document

Summary

Any event or program that affects public-facing spaces or requires operational support must be submitted to the Institutional Calendar for review and approval. Events and programs will be added to the Institutional Calendar only after they have been reviewed and approved by the Operational Working Group or Digital Working Group.

Submitting an event to the Institutional Calendar does not take the place of discussing logistics with operational partners in the early phases of event planning. This includes: reserving appropriate event, meeting, and parking spaces; requesting any necessary staff overtime; obtaining a Zoom license; booking tram transport; etc.

What types of in-person events/programs must be submitted for approval?

Events and programs that impact public-facing spaces and/or require more than routine attention from the Visitor Experience, Operations, and Security departments must be submitted to the Institutional Calendar for review and approval. This includes even simple events that require reserved parking. Here are just a few examples that would qualify and are subject to logistical review by the Operational Working Group:

- Exhibitions and related installations and de-installations
- Special weekend programs (Mother's Day Weekend, Bales and Ales, etc.)
- NYBG GLOW, Orchid Nights, etc.
- Special events (Orchid Dinner, *Holiday Train Show* Family Party, etc.)
- Development/corporate events (volunteer days, patrons previews, etc.)
- Perennial Society events
- Member trips and tours (daytime and overnight)
- Registered Children's Education programs (camps, etc.)
- Lectures, symposia, colloquia, and/or any other Humanities Institute events
- Bronx Day, community partner days, and other large community events
- Construction projects that require areas of the Garden to be closed to the public or staff
- Horticulture projects that require areas of the Garden to be closed to the public or staff
- Staff meetings or trainings in Ross Hall
- Board meetings and sub-committee meetings
- Commercial photo/video shoots
- Media previews

- Periods of time that are particularly busy for the Horticulture/Operations staff
- Graduation ceremonies
- Constellation events as appropriate, including weddings, corporate bookings, and any event that requires parking
- Extensive PR shoots
- Group Sales bookings for Ross Hall
- Group Sales bookings that require significant operational support
- Staff holidays, Monday openings, and federal holidays

Please note this list is not all-encompassing. If there is any question about whether an event or program qualifies, it is best to submit through the above process.

What types of digital events/programs must be submitted for approval?

A digital or hybrid event or program qualifies for the Institutional Calendar if it is open to the public and/or requires technical and operational support from IT, Programming, or the Marketing department. This includes even simple events that require a Zoom license. Here are just a few examples that would qualify and are subject to logistical review by the Digital Working Group:

- Symposiums
- Lecture series
- Humanities Institute webinars or lectures
- Committee meetings
- Patron/member video screenings and Q&As
- Streaming or recording of in-person events (Ross Hall, performances, exhibition tours, etc.)

Digital and hybrid events that require technical or production assistance from Marketing must also fill out the [Zoom event check list](#) and note staffing requests, and any collaboration needed to execute the digital event or program.

Two ways to submit an event to the Institutional Calendar:

Please remember that any new events/programs must be submitted at least one month in advance of the event date via one of these two methods:

1. Every November and May, there will be a call for submissions to the institutional calendar.
 - Fill in the provided Excel template with information about your events taking place over the next six months and submit your completed document to Emily Travis, etravis@nybg.org, and Madeline Luke, mluke@nybg.org.

- All entries will be reviewed by the Operational Working Group, and if online, by the Digital Working Group. You may be asked for clarifying details by the Working Group.
 - You will be notified when your event has been approved and added to the Institutional Calendar.
 - Existing events on the Institutional Calendar will be reviewed but do not need to be resubmitted.
2. For events or programs that arise outside of the Call for Submissions period, please submit them through this form:
<https://www.nybg.org/about/institutional-information/institutional-calendar-submission/>
- New submissions will be reviewed in an ongoing basis by the Operational Working Group and Digital Working Group within five business days.
 - You will be notified when your event has been approved and added to the Institutional Calendar.

Working Group Members:

Operational Working Group

Marci Silverman
Maura Bekelja
Michael Updegraff
Ursula Hoskins
Jerry Ordonez
Brian Sullivan
Fallon Sullivan
Joanna Groarke

Digital Working Group

Ariel Handelman
Nadeen Thomas
Sam Schmerler
Melanie Patterson

Institutional Calendar Managers:

Emily Travis, etravis@nybg.org, 718.817.8643 and
Madeline Luke, mluke@nybg.org, 718.817.8787