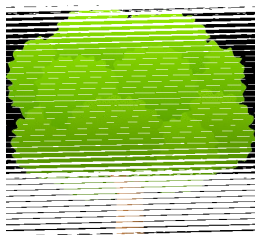


The Arboretum and Botanical Garden Events & Facilities Summer 2026 Internship

Art & Graphic Design
Intern

Event & Facility Rentals
Intern

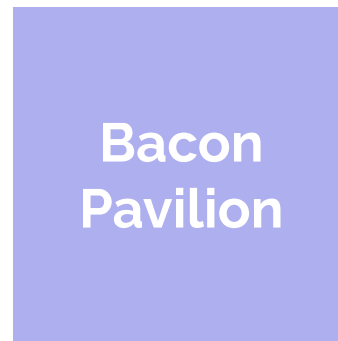
Our Venues



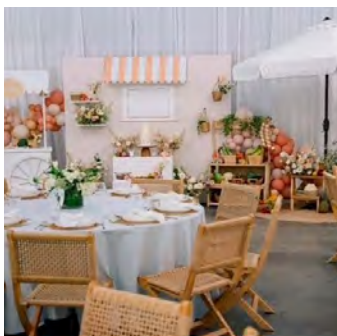
**Wisteria
Arbor**



**Nikkei
Heritage
Museum**



**Bacon
Pavilion**



**Bacon
Pavilion
Meeting
Rooms**



A close-up photograph of a document with horizontal lines, a pen, and a signature. The document is white with black horizontal lines. A black pen is positioned over the lines, and a signature is visible on the right side. The document is slightly tilted.

Event Request Form

Submit an "Event Request Form"

- Type of Event
- Preferred date(s)
- Venue

Tour and Venue Questionnaire

- Self Guided Visit
- If interested:
Facilities Request
Form will be filled
out

Proposal

- \$\$\$ Quote
- Detail info on:
 - set-up/clean up
 - kitchen access
 - parking
 - event staff

Contract

- Pay Deposit
- Licence agreements
- Insurance
- Catering

Day of
Event

- Wishing a fantastic Event!!!
- Event Recap Report

Event Day & Event Staff Duties

Set-Up

Assist vendors with entry + set up. Put up signs. Check, unlock venue space.



During Event

Assisting guests with any questions or concerns. Overseeing of the event.



Clean-Up

Assist vendors and wedding party with exit. Oversee Event clean-up of venue by client.



End of Event

Make sure all doors/gates are locked. Fill out Recap Sheet + Kitchen Checklist.



Event Recap Report



EVENT RECAP REPORT

DATE: _____ EVENT NAME: _____
SET-UP TIME: _____ START TIME: _____ CONCLUSION: _____
CATERER ON SITE: _____
CAMPUS POLICE ORDERED: Yes or No ☐ NAME OF OFFICER: _____
TEAM MEMBER COMPLETING REPORT: _____
NAME OF ONSITE YOU WORKED WITH: _____
NUMBER OF GUESTS IN ATTENDANCE: _____ / Set up Clean up on time: _____
WHAT WENT WELL, WHAT NEEDS IMPROVEMENT, ADDITIONAL COMMENTS FROM CLIENT: _____

CLIENT AND VENDOR REMARKS: Food Service, Set-up, A/V, Any comments or specifics

COMPLIMENTS OR CONCERNS - From Planner, Guests or Vendors

ANYTHING THAT NEEDS TO BE DONE BEFORE NEXT EVENT/PROBLEMS, DAMAGES, ELECTRICAL

If Contracted - KITCHEN ACCESS - Was clean and ready when arrived, clean, mopped, gas off when left:

What I learned:

- Communicate professionally and effectively with clients via email and phone calls.
- Recognizing the significance of balance and detail within a master calendar.
- Organize event files thoroughly, including all necessary paperwork
- Event Staff Responsibilities
- The extensive effort and comprehensive process involved in executing a successful event.



Happy



Event Planning

Weddings Mood Board

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[More Info](#) ▶

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*Ready to plan
your wedding
without chaos?*

Save this post for later, share it with your partner, and follow for more wedding planning tips!

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Weddings Mood Board



Celebrations Mood Board



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Swipe for more info



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Phone

(657)278-3407

Location

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Website

www.arboretum.fullerton.edu/plan-event.aspx



Celebrations Mood Board



Conclusion

This internship gave me valuable real world design experience.

- I learned how to collaborate with a design team.
- I improved my communication and teamwork skills.
- I also gained experience creating social media content every week.
- Thank you for listening.

Thank you!
Any Questions ?