



State Office Building Conference Room B110

Room Capacity 50
Seated at tables 30

Name:
Contact phone:
Event date:
Set up time:
Time and duration of event:

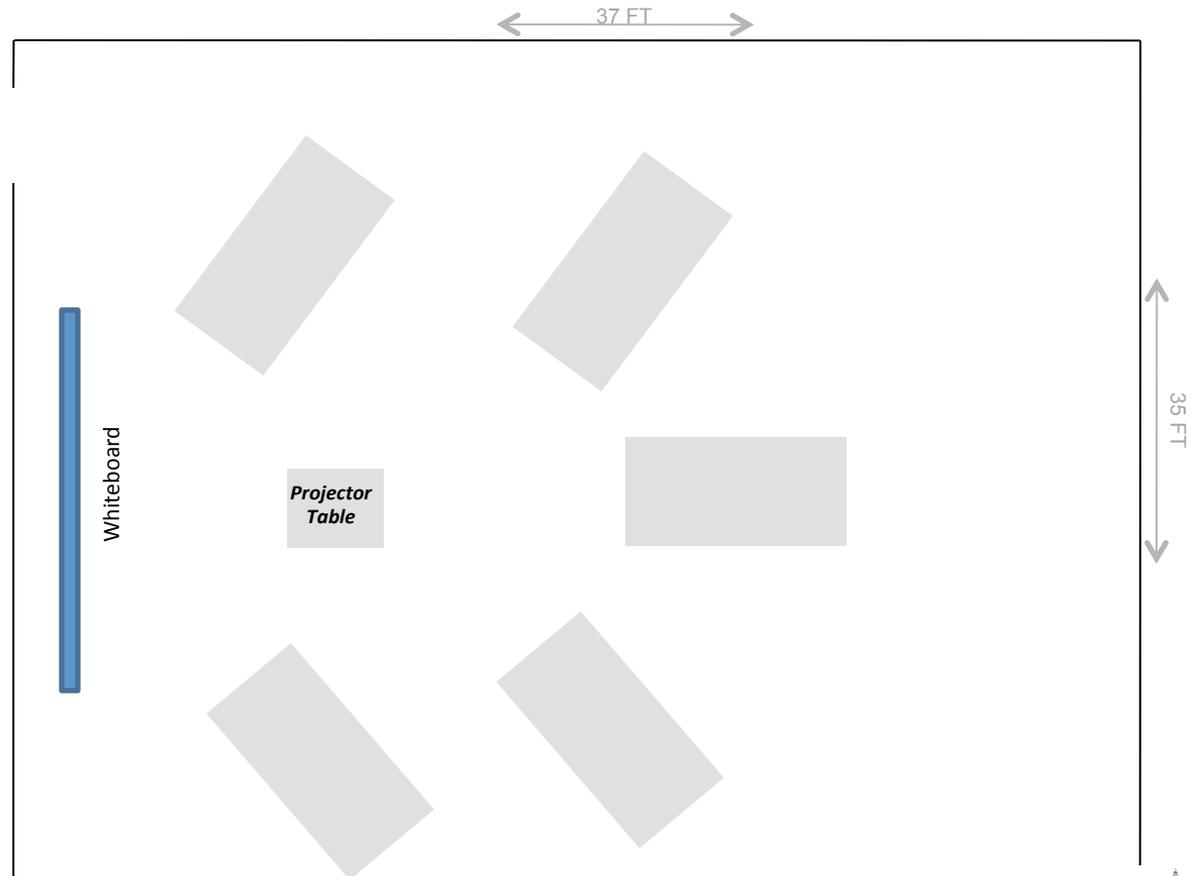
To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

Provided in Room:

- 30 chairs
- 5 tables
- 1 small projector table
- Whiteboard

Please note additional equipment needed
(chairs, table, garbage cans, podium and mic):

Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.



Please submit completed diagram attn: Capitol Scheduling to (fax) 801.538-3221 or (email) capitolscheduling@utah.gov