



CAPITOL ROTUNDA

Standing Capacity: 1,500
Seated: 500
Seated at tables: 320

NAME:
CONTACT PHONE:
EVENT DATE:
SET-UP TIME:
START TIME:
DURATION OF EVENT:

To complete this form electronically, please save it to your computer before filling it out.

Please clearly label preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged.

Requested Equipment (please see fee schedule):
CHAIRS:
TABLES:
PODIUM:
GARBAGE CANS:
OTHER:

Note: Additional set-up, janitorial, and security fees may apply.

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or capitolscheduling@utah.gov

