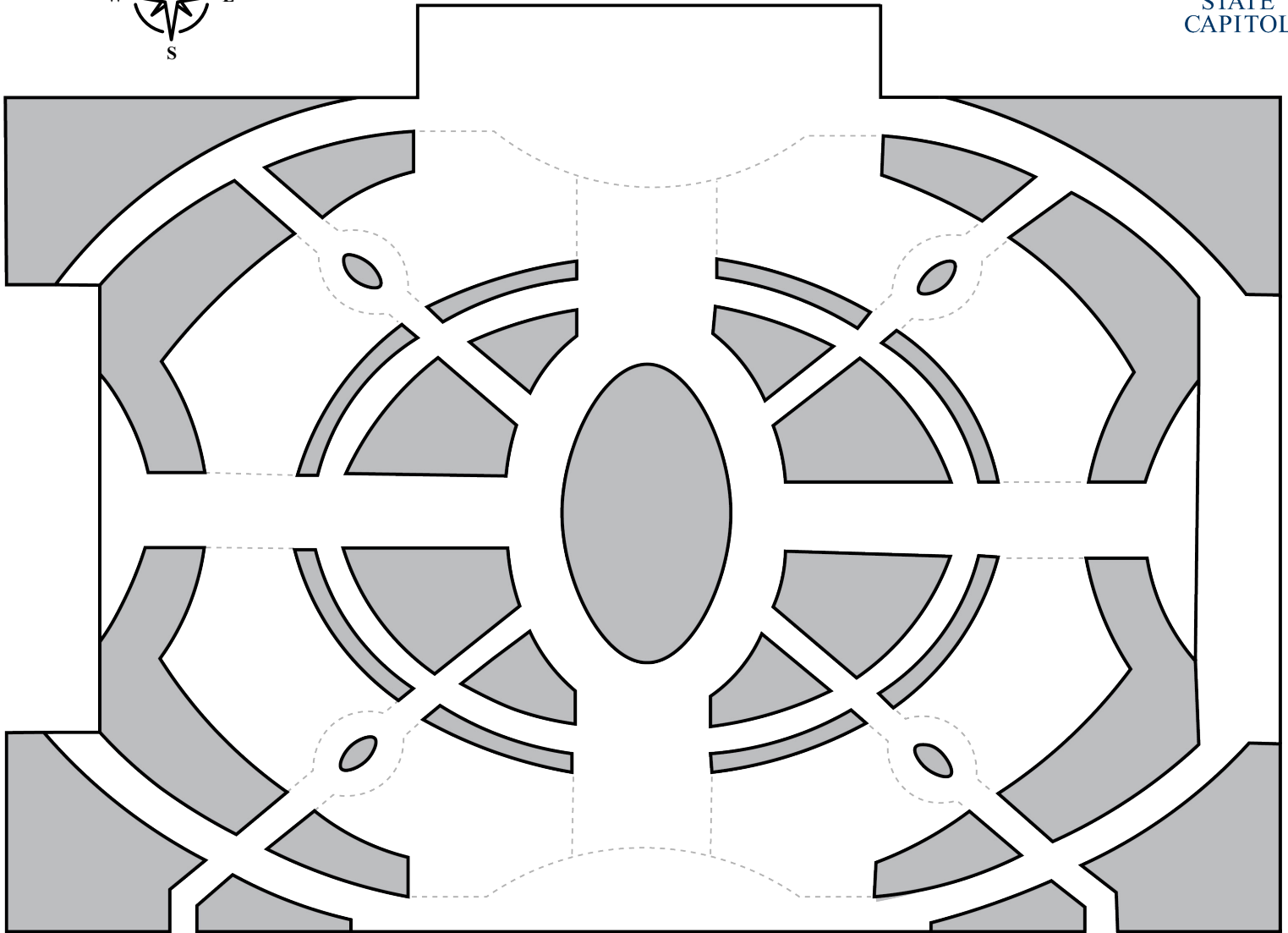# Central Plaza

Event Name:

Event Date:

Day of Contact:

Anticipated # of people:

Access Time:

Start Time:

End Time:

Caterer & Access Time:

Vendors & Access Times:

CPB Equipment List

Chairs:

Garbage Cans:

Other:

Vendor Equipment List include on diagram

Tables:

Other:

To fill out, please download this file to your computer first. This diagram is due 1 month before your event. Email to: capitolscheduling@utah.gov