



## CAPITOL ROTUNDA

Standing Capacity: 1,500

Seated: 500

Seated at Tables: 320

## Notes from CPB Staff:

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

Round tables accommodate 8-10 guests; banquets accommodate 6 guests.

Please submit this diagram via email to [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov)

Event Title: \_\_\_\_\_

Setup Time: \_\_\_\_\_

Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

AM Day of Contact Name & Number: \_\_\_\_\_

PM Day of Contact Name & Number: \_\_\_\_\_

## EQUIPMENT:

### Outside Vendor Equipment:

*Please list all equipment you are bringing in that is not rented from the Capitol.*

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### Capitol Rented Equipment:

**Chairs:** Gold \_\_\_\_\_ Fruitwood \_\_\_\_\_ White \_\_\_\_\_

**Tables:** Round \_\_\_\_\_ Banquet \_\_\_\_\_ Pedestal \_\_\_\_\_

**Easels:** Black \_\_\_\_\_ Gold \_\_\_\_\_

### Other Items: