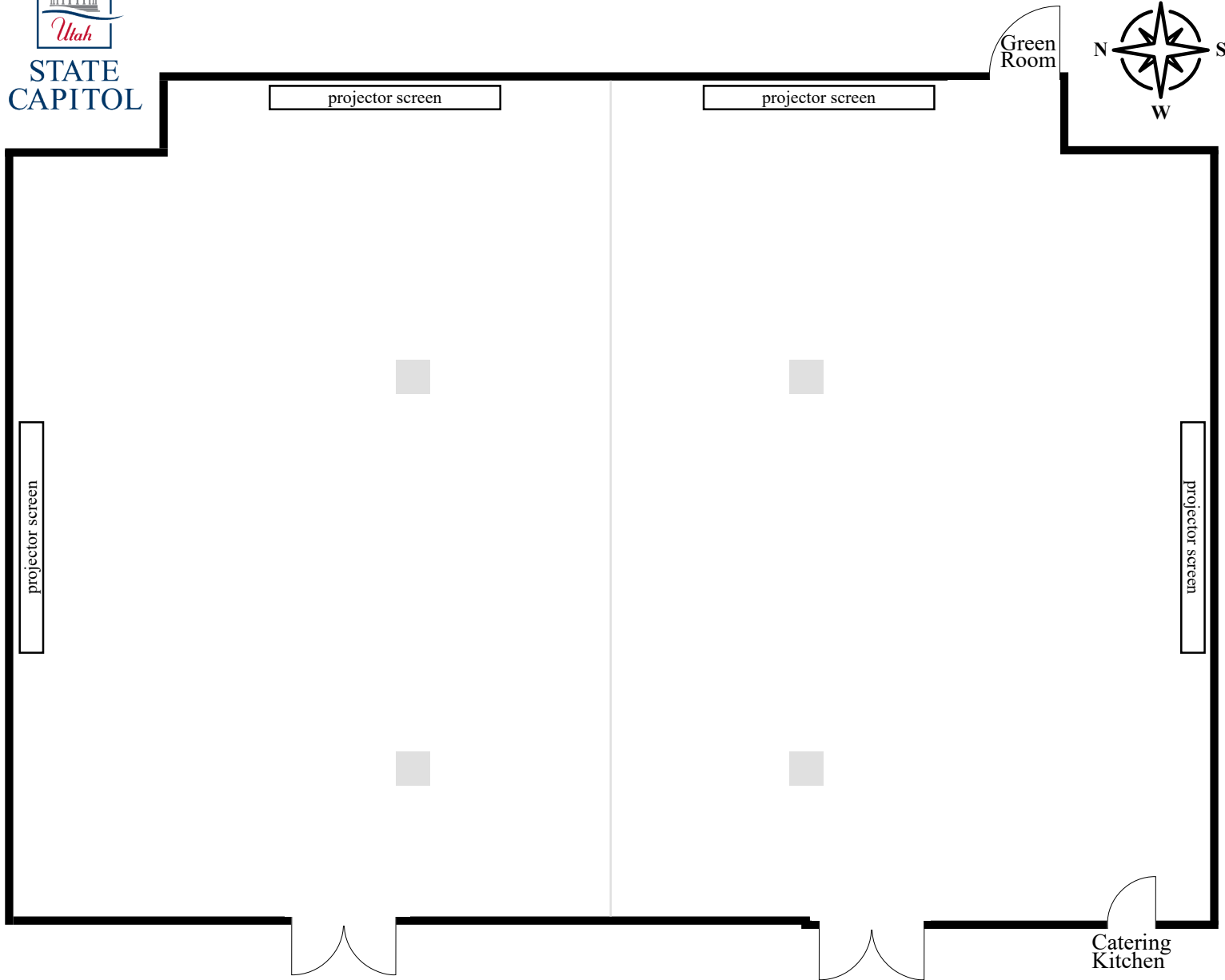




# Combined Conference Centers



## Event Details

Event Name:

Organizer Name:

Phone #:

# of people:

Date:

Start Time:

End Time:

Caterer:

Vendors:

## Equipment

Tables:

\_\_\_\_\_ rounds

\_\_\_\_\_ banquets

\_\_\_\_\_ pedestals

Chairs: \_\_\_\_\_ total

\_\_\_\_\_ per table / row circle

Garbage Cans:

Other:

## Capacity & FYI

Auditorium Style: 496 seated

At tables: 260 seated

Projectors and screens are provided in the space.

Doors are unlocked 10 minutes before meeting access time.

Please download this file, fill out this diagram, and submit to the CPB office via email to [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov).