

South Conference Center



Event Details

Event Name:

Organizer Name:

Phone #:

Event Date:

of people:

Access Time:

Start Time:

End Time:

Caterer:

Vendors:

Equipment

Tables:

_____ rounds

_____ banquets

_____ pedestals

Chairs: _____ total

_____ per table / row circle

Garbage Cans:

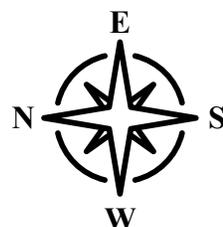
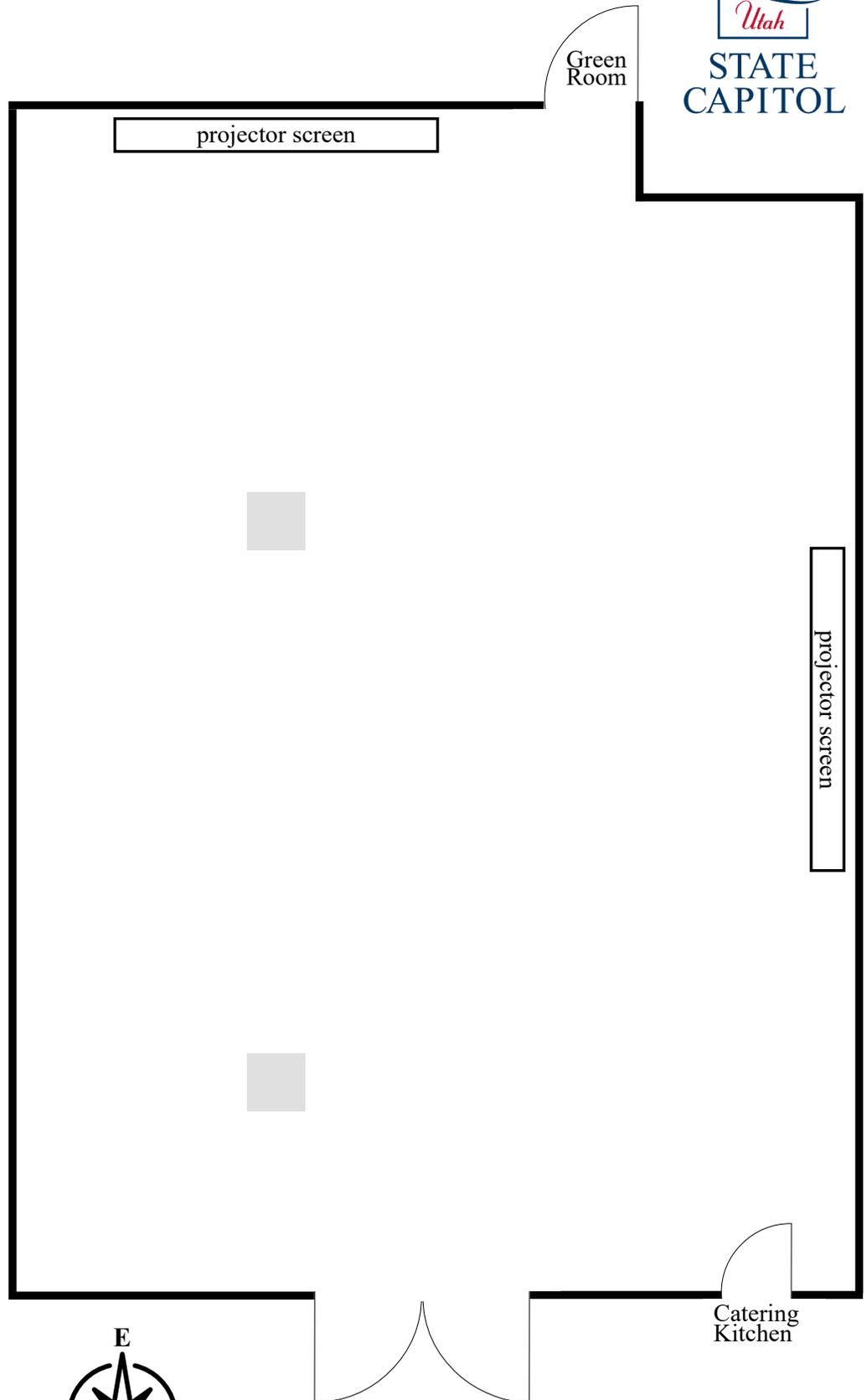
Other:

Estimated Standard Setup:

198 chairs auditorium style or
120 seated at tables

Projectors and screens are provided in
the room.

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.