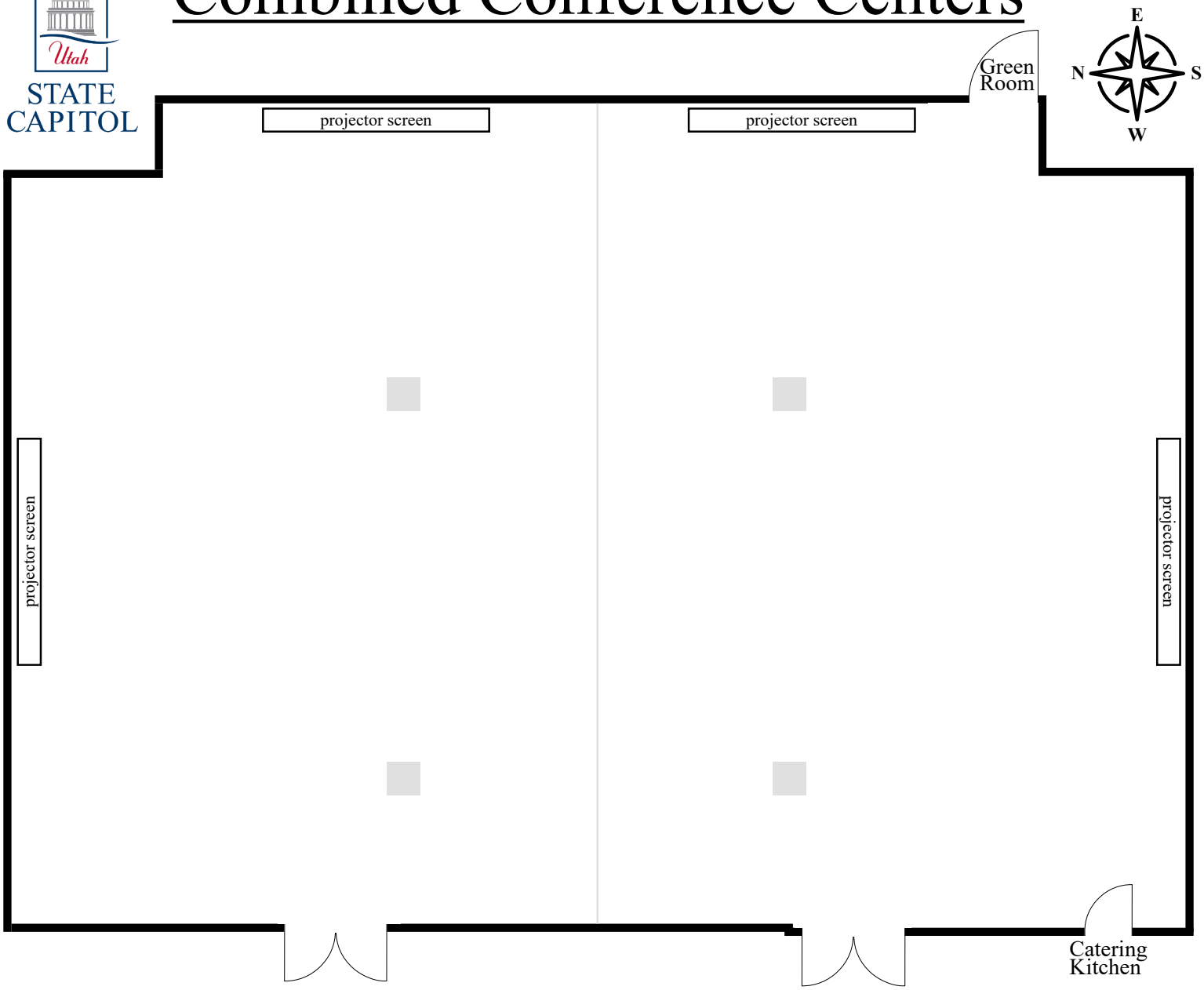
Combined Conference Centers



Event Details	**Equipment**	**Capacity & FYI**
Event Name: Organizer Name: Phone #: # of people: Date: Start Time: End Time: Caterer: Vendors:	Tables: _____ rounds _____ banquets _____ pedestals Chairs:_____total _____ per table / row circle Garbage Cans: Other:	Auditorium Style: 496 seated At tables: 216 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.