



**STATE OFFICE BUILDING
CONFERENCE ROOM 1112**

Capacity: 38
Seated: 20

NAME:
CONTACT PHONE:
EVENT DATE:
SET-UP TIME:
START TIME AND DURATION OF
EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

Provided in Room:
20 Chairs at Table
18 Extra Chairs
4 Rectangular Tables
1 Small Round Table
1 Catering Table
Whiteboard

Please note additional equipment needed (chairs, tables, mics, garbage cans, etc):

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or capitolscheduling@utah.gov

