



**STATE OFFICE BUILDING
AUDITORIUM**
Capacity: 225

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:**
100 Chairs
4 Tables (No Round Tables)
Podium with Sound
6 Mic Jacks (Must Request Mics)
Retractable Screen

- Possible Set-Ups (Fee Applied to Non-Standard Set-Ups):**
 Standard (Auditorium Style): 100
 Auditorium (Chairs Only): 225
 Cafeteria (Chairs around Tables): 160
 Classroom (Chairs on one side of Table): 100

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

