



# Centennial Room

Room Capacity 60

Seated at table 22

Name:  
 Contact phone:  
 Event date:  
 Set up time:  
 Time and duration of event:

To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

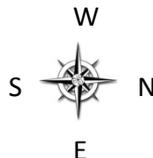
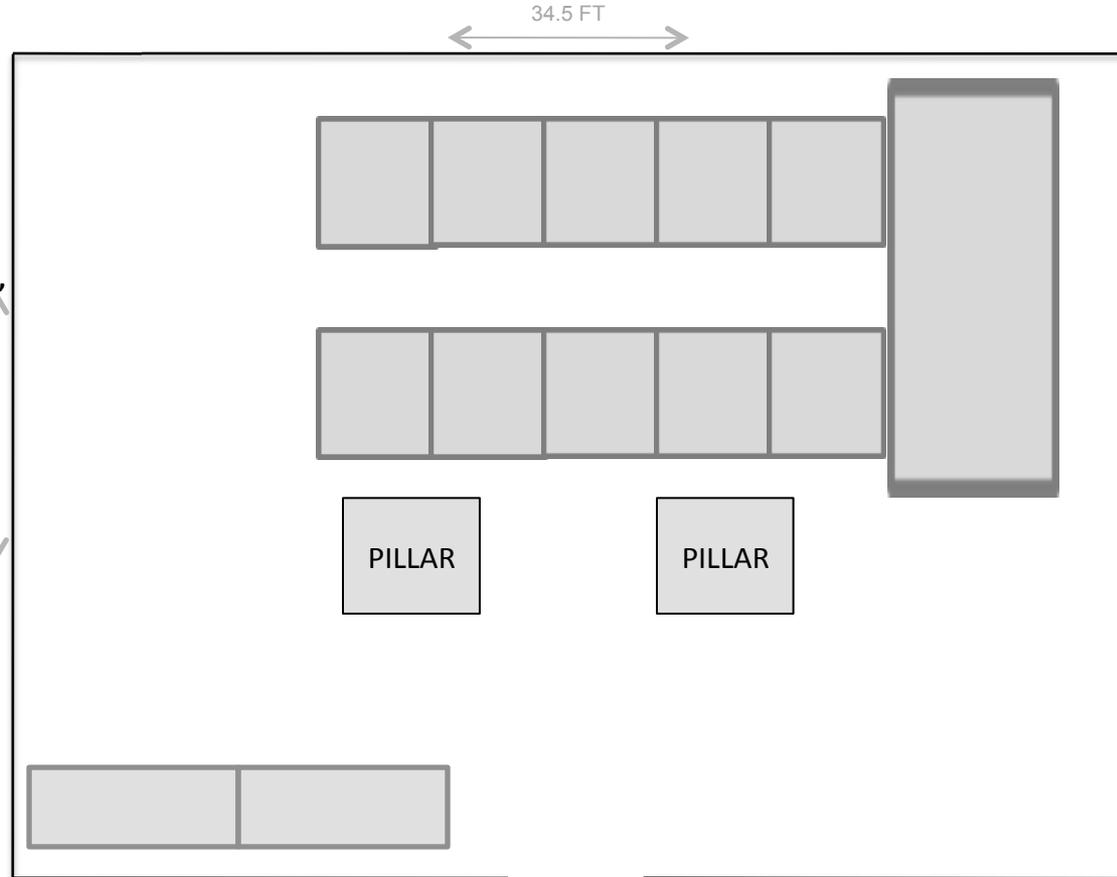
### Provided in Room:

- 28 wooden chairs around all tables with 9 extra wooden chairs around room.
- 10 square tables
- 1 Large wooden table
- 2 6' foot banquet tables

**Please note if additional equipment is needed (chairs, tables, podium):**

Diagrams must be submitted no later than 7 days prior to the event. Fees will be charged for late submittals or changes made less than 48 hours prior to the event.

**Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.**



Please submit completed diagram attn: Capitol Scheduling to (fax) 801.538-3221 or (email) [capitolscheduling@utah.gov](mailto:capitolscheduling@utah.gov)

