



Capitol Rotunda

Standing capacity 1,500
900 seated

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

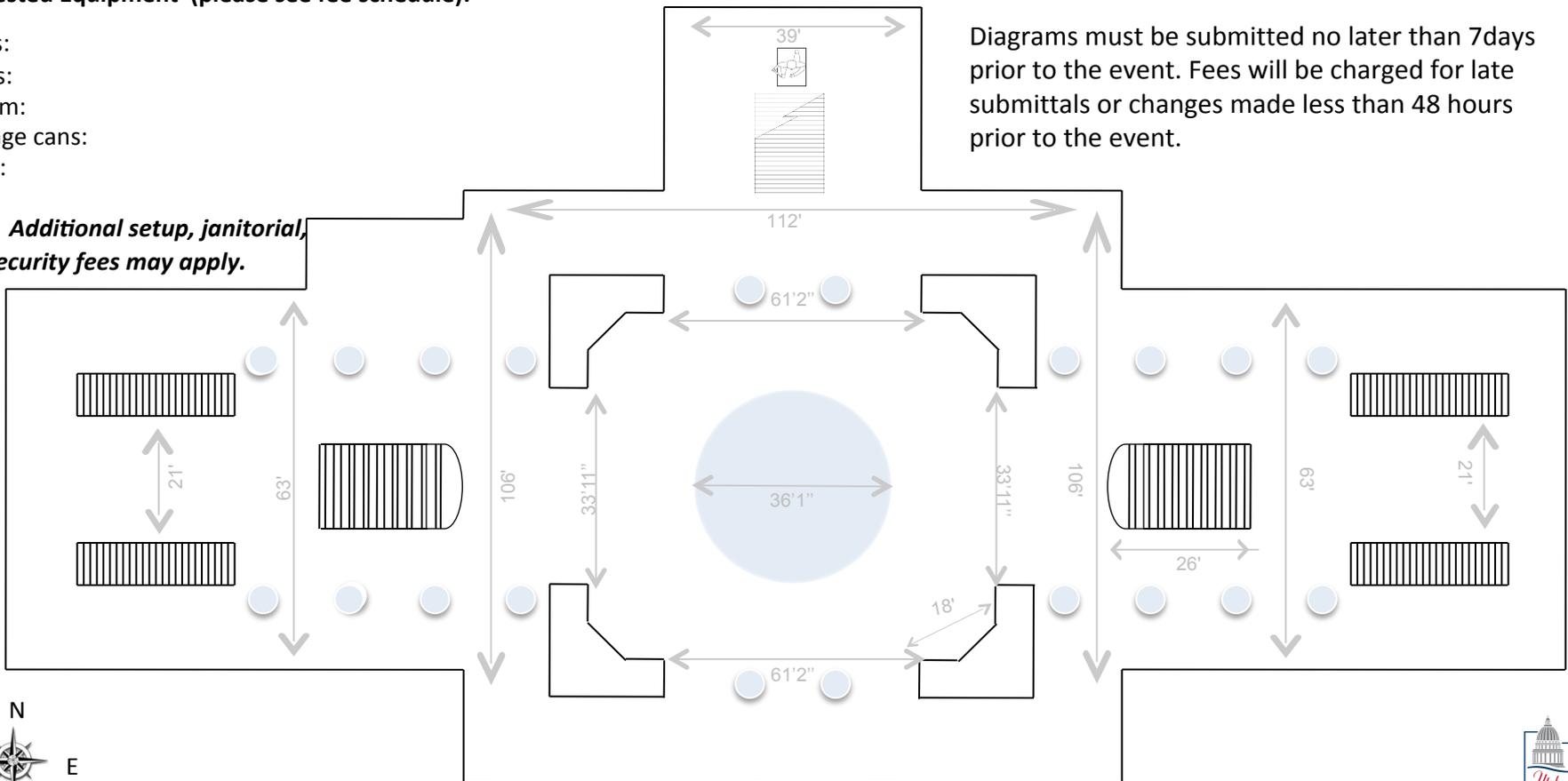
To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred set up configuration below.
Diagrams must be submitted no later than 48 hours prior to event, or additional fees will be charged.

Requested Equipment (please see fee schedule):

- Chairs:
- Tables:
- Podium:
- Garbage cans:
- Other:

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: Additional setup, janitorial, and security fees may apply.



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

