State Office Building Auditorium

Room Capacity 225

Name:
Contact phone:
Event date:
Room access time:
Start time and duration of event:

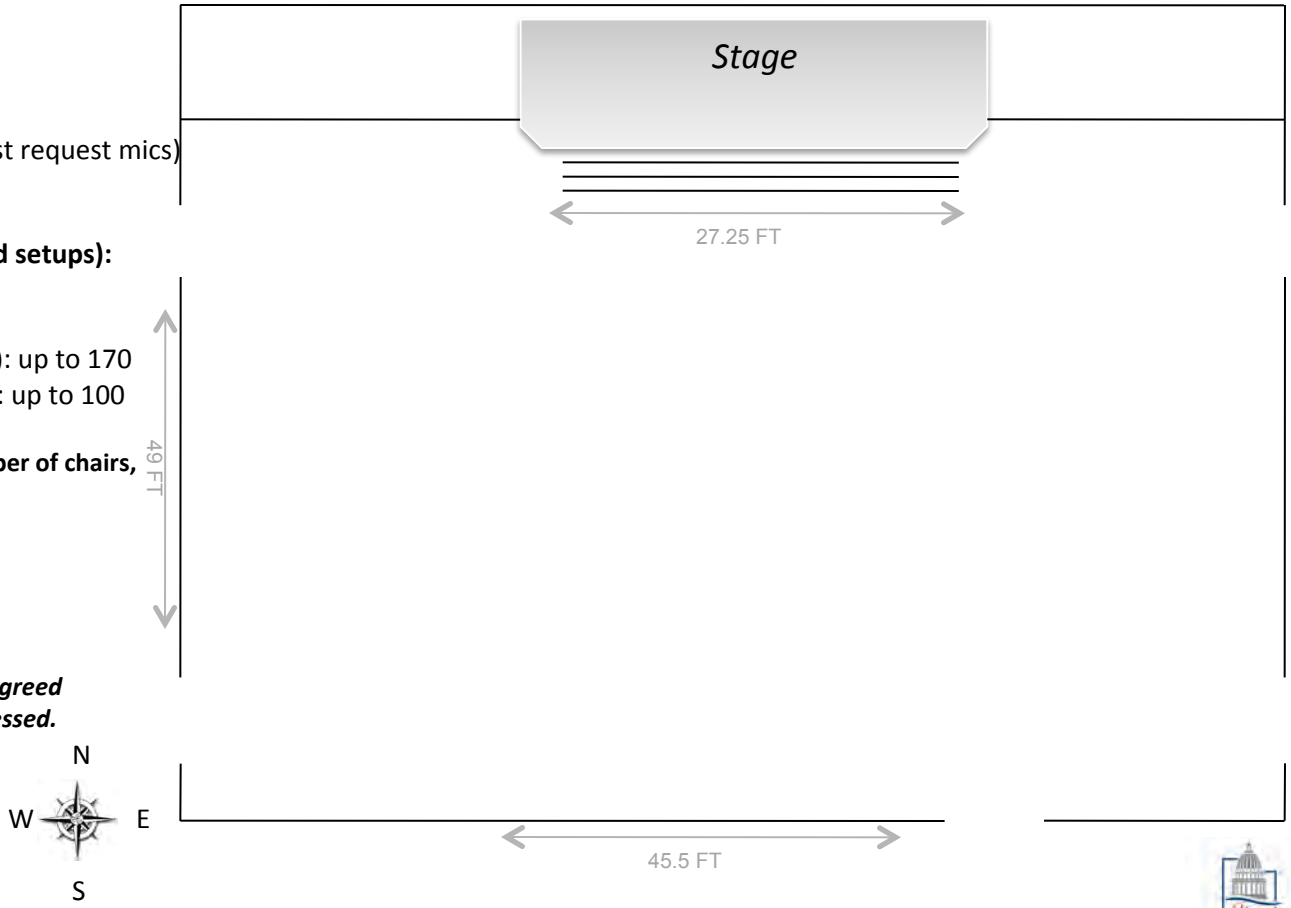
To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.
Diagrams must be submitted no later than 48 hours prior to event, or additional fees will be charged.

Provided in Room:
- 100 chairs
- 4 tables *(Round tables are not provided)*
- Podium with built in sound, 6 mic jacks (must request mics)
- Retractable screen

Possible Setups (fee applied to non-standard setups):
- ○ Standard Setup (auditorium style): 100
- ○ Auditorium Style (chairs only): up to 225
- ○ Cafeteria Style (chairs on both sides of table): up to 170
- ○ Classroom Style (chairs on one side of table): up to 100

Please note additional equipment needed (number of chairs, Tables, mics, garbage cans):

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

STATE CAPITOL