



STATE ROOM

Capacity: 360
Seated: 225

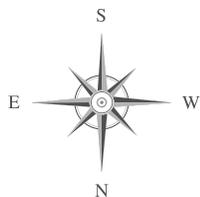
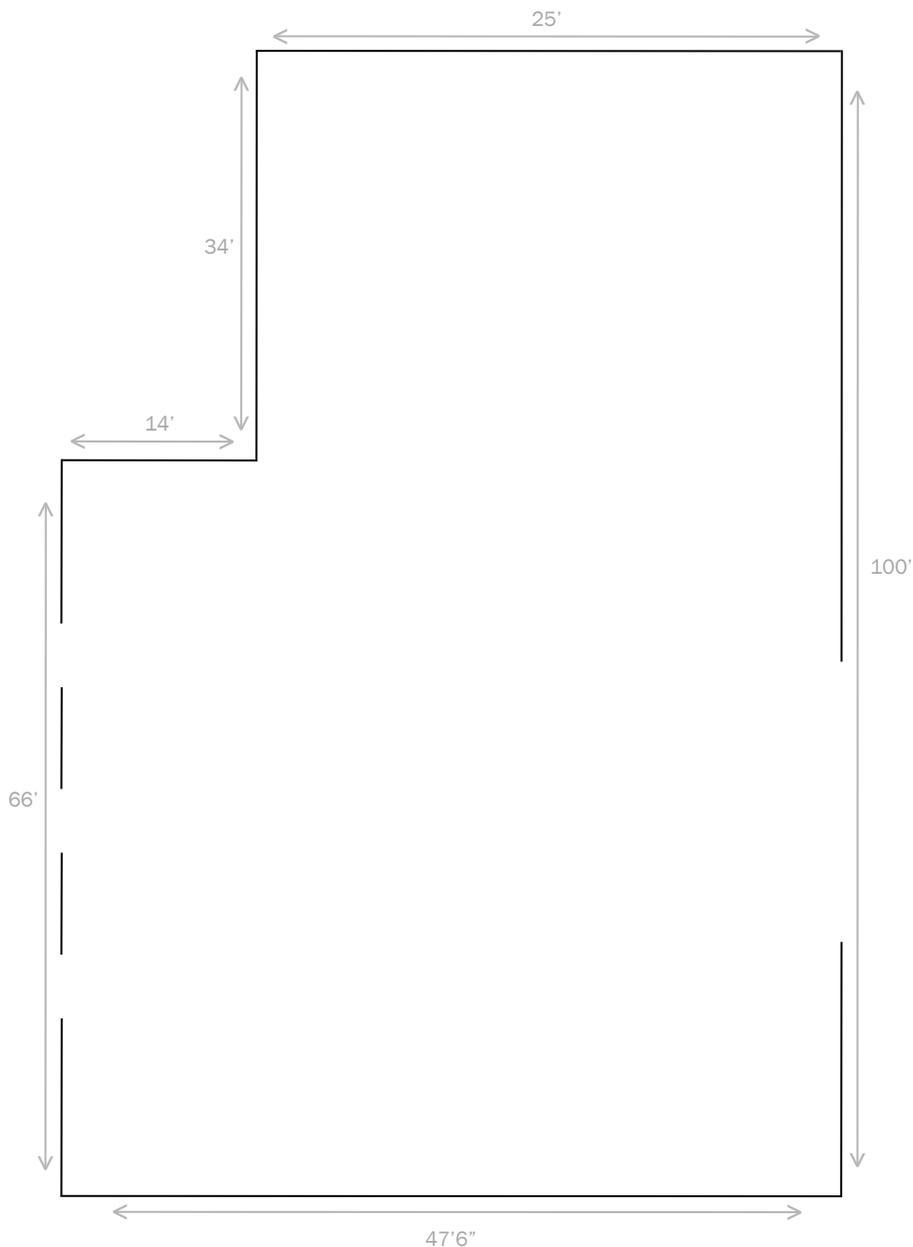
NAME:
CONTACT PHONE:
EVENT DATE:
SET-UP TIME:
START TIME AND DURATION OF
EVENT:

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:
225 Chairs
44 Tables

Please note additional equipment needed (chairs, tables, garbage cans, podium and mic, etc):



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