



STATE PRESERVATION BOARD

TEXAS CAPITOL EVENTS SPONSORSHIP FORM

This form is required for approval of all events held at the Texas State Capitol, Extension, and Grounds. A State official sponsor include the Governor, Lieutenant Governor, Speaker of the Texas House of Representatives, a Texas Senator, or a member of the Texas House of Representatives. **Applications are considered incomplete without a sponsorship form completed and signed by a Texas State Official Sponsor.**

Organization Requesting Use: _____

Date(s) and Time(s) Requested: _____

Event Location(s): _____

Event Contact: _____ Phone #: _____

Name and Purpose of Event:

State Official Sponsor, please select the applicable box: (This section only applies to the use of the LCC & Auditorium)

- By signing below, I certify that the above-listed event is for official state business and should not be charged the Legislative Conference Center or Auditorium rental fee.
- This event is not official state business and the event holder will be responsible for all applicable fees.

Signature of State Official Sponsor

Date

Print Name and Title of Contact for Office

Office or State Official

Phone #

Email Address

Please email completed form to the Capitol Events Coordinator at Capitol.Events@tspb.texas.gov. Subject line must start with the word "SPONSORSHIP" if sent separately from the application form.