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