



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](mailto:Capitol.Events@tspb.texas.gov). Subject line must start with the word "SPONSORSHIP" if sent separately from the application form.**