Dear Utah Educator,

In 2014, the Utah State Capitol welcomed more than 50,000 touring students from around the State! Under the direction of the Capitol Preservation Board, the Visitors Center is in place to ensure that all visitors have a safe, positive, and educational experience. We have a team of more than 40 docents who graciously volunteer their time and talents to guide visitors through the “People’s House,” share the history of Utah and the State Capitol building, and discuss the processes that govern our State.

As many of you are in the planning stages of your class visit to the Capitol, we would like to simplify the process by providing information to frequently asked questions.

Tours of the Capitol are offered Monday through Friday, on the hour, from 9:00AM – 5:00PM, with the last tour beginning at 4:00PM. Tours last approximately one hour. We have two docents per shift, morning and afternoon, and each docent can comfortably take 30 people per tour. In order to accommodate the huge influx of visitors during the Legislative Session, we ask an additional docent to come in, allowing us to accommodate a maximum of 80 people per hour. This number includes students, teachers, and chaperones.

In an effort to provide the most efficient and effective tours, we ask that you:

- **Refrain from bringing gum, food, or drink on the tour.** Sack lunches can be left in the Visitors Center for safekeeping during the tour.
- **Provide at least one chaperone per 10 students** to assist with keeping the group together, quiet, and respectful of the employees and private spaces in the building
- **Please do not bring pens, pencils, or worksheets on your guided tour** as they are a distraction and detract from the overall tour experience.

In order to help educators create lessons around visiting the Capitol, curricula materials are available on our website (https://utahstatecapitol.utah.gov/index.php/visitors/kids/schoolworksheets).

To schedule a tour, please email the Visitors Center at capitoltours@utah.gov. Please have the date, time, and the total number of tour participants ready to share. You may want to have a few backup dates in mind, as your preferred date and time may not be available. If you are interested in using the student lunch area on the 1st floor of the Capitol, please schedule that with our office as well.

If you are scheduling during the Legislative Session, please be aware that the 10:00AM and 11:00AM tours are most likely to see the Legislators on the floor of the House and Senate Chambers. If you are scheduled for one of those tour times, please provide us with the name of your Representative and Senator so that our House and Senate liaisons may notify them of your visit. If time and opportunity permit, the Legislators will do their best to recognize your group from the floor of the session. If you would like your Legislator to visit with your group before or after the tour, please also let us know.
If you have any questions at all, please feel free to contact us at capitoltours@utah.gov, or at (801) 538-1800. We are happy to help and look forward to your visit!

Sincerely,

The Visitors Center team