

Welcome to Maps on the Hill 2026!

Arrival and Parking

- See the Capitol parking map at the end.
- Parking at the Capitol is always tight. The public dropoff area on the east side of the building is the best place to drop off your materials. There are ramps on the east side of the Senate building you can use to roll stuff up.
- Carpool as much as you can! There is also good transit access to the Capitol.
- If you drive, be prepared to park on any of the streets surrounding the Capitol. This could mean a long walk north of the Capitol.



Schedule

10:45 am - 11:00 am: Arrival and Setup

- See the setup diagram at the end for table assignments.
- Some years we've been able to set up before 11:00, others we can't start until 11:00.
- Invite Legislators to Maps on the Hill (see our notes a little further down).

11:00 am - 1:30 pm: Maps on the Hill open to the public

- Map displays and discussion with legislators, fellow mappers, and the public.

1:30 pm: Takedown

- All displays need to be cleared out of the Rotunda by 2:00.

2:00 pm - 3:00 pm: Lunch

- Lunch will be in the Conference Center rooms on the second floor of the new North Capitol Building across the courtyard from the Capitol.
- Head over as soon as you've got your displays taken down.

How to MOTH

Set up

- **Please DO NOT roll anything over the glass in the middle of the rotunda!**
- UGIC will provide as many easels as we can. If you have your own, please bring them!
- We will bring as many power strips and cords as we can. Please bring your own if possible.
- Please DO NOT use tape to secure extension cords, etc.
- Please DO NOT attach display items to the walls or columns of the Rotunda.
- Limited WiFi is available on the "Utah Guest" network. Consider tethering to your phone for better performance.

Presenting

- Feel free to mix and mingle! You don't have to stand by your map or table the whole time.
- There will be a wide variety of guests: legislators, fellow mappers, school groups, aides, etc.
- Take time to get to know your fellow mappers and say hi to friends you've not seen in a while!

The best way to get legislators to visit Maps on the Hill is by individual invitation.

Steps to take for notes to legislators

1. Determine Legislators you wish to contact.
 - a. Your Senate and House districts: See map at the UGRC booth.
 - b. Legislators on committees that would be interested in your map(s).
2. Pick up note form at Sergeant-at-Arms desk outside Senate or House chambers (3rd floor).
3. Fill out note.
4. Submit note to Sergeant-at-Arms.

General suggestions in composing notes to Legislators

- Avoid technical jargon (eg. use "mapping" instead of "GIS").
- Professional, but not overly formal.
- Be respectful of their time.
- Brief, brief, brief (2-3 sentences is ideal).
- Address them Senator/Representative, respectively.
- Be sure to cover who (you, and your organization), where (Rotunda), what (Maps on the Hill), why (highlights mapping across business and government), when (right now).
- Note sheets can be picked up after you set up from the Sergeant-at-Arms located at the entrances to each of the chambers. You take as many note sheets as needed and write them at your convenience during the morning.
- If you plan to give away items other than informational pamphlets or handouts, DO NOT send them in with notes. Only give them away at your display. Please remember giveaways to Legislators should not exceed the \$10 amount.

Sample Note:

Senator,

I am on the Hill today representing _____, in your district. I am participating in the Maps on the Hill event in the Rotunda highlighting various mapping activities in government and business. I know you are busy, but if you have just a few minutes to stop by we would be delighted to show you how we are innovatively applying map technology.

Thanks!

Your Name

(department)

Where to submit notes to legislators:

Senate (red note sheets, blue coated staffers):

- Here is the Senate Seating chart: <https://le.utah.gov/asp/seating/sseat.asp> (Senators on the right side of the chamber receive notes through the west entrance, left side = east entrance; if you are mistaken, the Sergeant-at-Arms will gently ask you to go to the other doors).

House (green note sheets, green coated staffers):

- All notes can be submitted to the Sergeant-at-Arms at either the center doors or the north doors of the House Chamber.

500 North

Columbus Street

House
Building

North
Building

Senate
Building

Capitol
Building

East Capitol Boulevard



Public Entrance



Public Drop Off
Area



On-Street
Parking



Visitor Parking

300 North

State Street

Council
Hall

White
Chapel

500 North

