



## Wisconsin State Capitol Police

17 W. Main St. Rm 301

Madison, WI 53702

Phone: (608) 266-7840

Fax: (608) 267-9343

Email: [StateCapitolPolice@wisconsin.gov](mailto:StateCapitolPolice@wisconsin.gov)

### State Capitol Advance Notification

|  |                   |                          |                      |                 |
|--|-------------------|--------------------------|----------------------|-----------------|
| <b>Contact or Name</b>   |                   | <b>Date Submitted</b>    |                      |                 |
| <b>Address</b> <i>(optional)</i>   |                   | <b>City</b>              | <b>State</b>         | <b>Zip Code</b> |
| <b>Telephone or Email</b>  |                   |                          |                      |                 |
| <b>Organization</b> <i>(optional)</i>  |                   | <b>Location of Event</b> |                      |                 |
| <b>Date(s) of Event</b>  | <b>Start Time</b> | <b>End Time</b>          | <b>Size Estimate</b> |                 |
| <b>General Description</b> <i>(sufficient for Capitol Police to recognize the event when it arrives)</i> |                   |                          |                      |                 |

#### Advance notifications:

- Can be submitted to use space in the Capitol for groups of 12 or more
- Can be submitted 2 to 10 business days in advance
- Can be submitted to use space for up to 5 cumulative days
- Permitted events and DOA-led tours will receive priority over an Advanced Notice event. If a permitted event or DOA-led tour is scheduled, the State Capitol Police will notify the contact(s) above as early as possible.
- If any equipment will be used, you must use the permit application.

*This Advance Notification information can be mailed, emailed or faxed to the State Capitol Police. If you prefer, you may also provide Advance Notification information by calling (608) 266-7840 or in person at the Wisconsin State Capitol Police Department.*