

Office of the Governor - Event Request Form

Please fill out the form below, providing as much detail about the event as possible. **Fields outlined in red are required.** Additional materials, such as invitations or draft agendas, can be submitted with the completed form to Debra.Rota@governor.ri.gov. If you have any questions about this form, please call 401-222-8039.

For Office Use Leave Blank
 Rec. on: _____
 Initials: _____

Contact Information

Primary Contact

Name:
 Title:
 Organization:
 Email:
 Office phone:
 Mobile phone:

Day-of Contact / Venue Contact

Day-of contact:
 Email:
 Day-of phone:
 Venue contact:
 Email:
 Phone:

Event Information

Event title:
 Primary event host:
 Other event sponsors:
 Description / purpose of the event:

Day / Date of event: Check here if the date of your event is flexible.
 Time of event: to Check here if the time of your event is flexible.
 Dress code: Has the Governor attended this event before?

Location

Location / venue:
 Address:
 Will any portion of the event be outside? *If yes, please provide details in the notes section.*
 Location notes:

Event Attendees

No. of attendees: to **Others invited to attend** (elected officials, community leaders, award recipients, etc.) Confirmed to attend
 Event open to the public:
 Event open to the press:

If the Governor is unable to attend, would you like a representative to attend the event?

Requested designee:

Governor's Role

Requested arrival time: Check here if the Governor's arrival time is flexible.

Requested length of stay: Check here if the duration of the Governor's stay is flexible.

Will there be a speaking program? Time of speaking program: to

Would you like the Governor to speak? *If yes, please fill out the remarks section of the form.*

Other event speakers,
if applicable:

Check here if a draft agenda or speaking program will be submitted with this form.

Governor's Remarks

Governor's role/type of remarks: Time of remarks:

If other, please specify: Length of remarks:

Note any specific topics / programs that you would like the Governor to address or other pertinent information for his remarks:

Event Promotion

Check here if you plan to include the Governor's name, photo, or biography on event promotion materials.

Event Media Contact: Email:

Title: Office phone:

Organization: Mobile phone:

Indicate below if you need any materials or information from the Governor's Office for this event.

Governor McKee's biography For use in:

Governor McKee's photograph For use in:

Statement/message from Governor For use in:

Letter from Governor For use in:

Other Please specify:

Citation Request

Check here if you would like to request Gubernatorial Citations for this event. Number of Citations:

Specify the names of the individuals or organizations you would like to honor:

Additional information - Use the space below to provide any additional information about the event.