

Invitations to Governor Daniel J. McKee

If you would like to invite Governor McKee to attend, participate in, or speak at an upcoming event, please review the information and instructions below.

Inviting the Governor to an Event - Event Request Form

All scheduling requests and event invitations must be submitted to the Governor's Scheduling Office, and must include a completed **Event Request Form**. When filling out the Event Request Form, please provide as much detail about the event as possible, and be sure to fill out both pages of the form.

The completed form must be submitted via email to Debra.Rota@governor.ri.gov. When submitting the form, feel free to attach documents that pertain to the event or provide more information, such as invitations, agendas, or programs.

Though we encourage you to submit your completed Event Request Form by [email](#), you may call the Governor's Scheduling Office at **(401) 222-8137** to provide the necessary information over the phone.

Event Request Form - Helpful Tips

Submit early – We encourage event hosts to submit event requests 4-6 weeks prior to the date of the event.

Be thorough – Please provide as much information as possible about your event. The more information we have, the more quickly we can review and process the request.

Call with questions – If you have any questions about the form or the scheduling process, please call the Governor's Scheduling Office at **(401) 222-8137**.

Event Promotion

Please refrain from including Governor McKee's name on any event materials, such as press releases, brochures, or agendas until you have received confirmation of his attendance from the Governor's Scheduling Office and written approval from the Governor's Communications Office.

Contacting the Governor's Scheduling Office

Governor's Scheduling Office

Rhode Island State House

82 Smith Street

Providence, RI 02903

Phone: (401) 222-8137

Email: Debra.Rota@governor.ri.gov

We appreciate your request and thank you for inviting Governor McKee to your event!