

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 401-222-2080.

*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.