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: Day
☐ 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? N/A

Location

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

Event Attendees

No. of attendees: to
Event open to the public: N/A
Event open to the press: N/A
If the Governor is unable to attend, would you like a representative to attend the event? N/A
Requested designee:

Others invited to attend (elected officials, community leaders, award recipients, etc.) — Confirmed to attend

	☐
	☐
	☐
	☐
	☐
	☐
	☐

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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? N/A Time of speaking program: to

Would you like the Governor to speak? N/A *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: N/A 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.*

After completing the form, please save the document and email the PDF to Debra.Rota@governor.ri.gov.

Save Form Email the Scheduling Office