



Office of Lieutenant Governor Sabina Matos - Event Request Form

Please fill out the form below, providing as much detail about the event as possible. *Fields starred/outlined in red are required.* Submit a .PDF of the completed form, along with any additional materials such as invitations or draft agendas, to Sandra.Ortiz@ltgov.ri.gov. If you need any event promotion materials, such as the Lt. Governor's photo or biography, please contact David.Folcarelli@ltgov.ri.gov.

EVENT INFORMATION

***Title:**

***Event Date:**

***Full Time of Event:** to

***Location:**

Best Time for the Lt. Governor to Attend: to

Parking/Entrance Instructions:

***Host Organization(s):**

***Event Description:**

***Lt. Governor's Role:**

(speaking, attending, presenting citation, etc.)

Other Elected Officials Invited/Attending:

COMMUNICATIONS

Event Run of Show/Agenda:

***(if requesting remarks) Length of Remarks/Topics:**

***Would you like citation certificates?**

List citation recipients below:

***Are you seeking media coverage for this event?**

(For Office Use, Leave Blank) Citation Status:

EVENT CONTACT

***Primary Contact:**

Day-of Contact (if different):

***Email Address:**

Cell:

Work Phone:

Cell:

Is there anything else we should know? (i.e., dress code, seating, ticketing, etc.)