



## 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 [Katia.Lugo@ltgov.ri.gov](mailto:Katia.Lugo@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](mailto: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 speaking) Length of Remarks:

Requested Topics:

**\*Is the event open to media?**

Media Confirmed:

**\*Would you like citation certificates?**

How many?

List citation recipients below:

(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.)