



THEODORE R. KULONGOSKI
Governor

How to Invite the Governor to Your Event

Requests must be in writing in a standard business letter format and sent by mail, email (pdf or Word attachment) or fax.

Please send your invitation no more than four months in advance of the date requested. We are currently considering invitations for the current month and the succeeding two months.

A specific date and time must be identified. A range or multiple dates are not accepted.

Requests should provide as much information as possible regarding the event, such as:

- Who is sponsoring the event?
- What is the purpose of the event?
- How many people do you expect to attend?
- What is the date and time?
- Where will it be held?
- What is the Governor's role?

Please mail, email or fax your invitation to:

The Honorable Theodore R. Kulongoski
Governor
State Capitol, Room 254
900 Court Street NE
Salem, OR 97301-4047
503-378-8970 (fax)
SchedOffice@das.state.or.us

Please allow 2-3 weeks for a response. The Governor's scheduling team meets regularly to consider all invitations.

Please feel free to include additional information that may assist our review of your request.

Questions? Please contact the Scheduling Office at 503-378-3111, or email at SchedOffice@das.state.or.us.