

To: **Patricia Nolin, Special Assistant to the President**

Phone:

Email:

### VIP Visitors to Rhode Island College

Name of visitor/VIP (full name and title: e.g., Prof. or Dr.)	
Where is the visitor(s) from: (name of Government Branch, Department, Organization)	
Position in the organization (e.g., Government title, CEO, VP, President)	
Indicate sponsoring group(s) of event.	
Where a group is visiting please indicate the approximate number of people expected.	
Date and time of the visit: Proposed / Confirmed	
Where is the event being held?	
Where the visit is initiated by Rhode Island College, has notification been given to the relevant Vice President?	
Purpose of the visit: Please provide a brief description (e.g., opening of a center, launch etc.)	
Is there a request for the VP or President to participate in the visit? (e.g., attend a function, provide hospitality etc.). If yes, give a brief description and notify that individual directly regarding that request.	
Have you contacted the News and Public Relations office regarding media coverage and publicity?	
Contact details of the person responsible for coordinating the visit.	Full name: Phone: Email:

Approved June 1, 2010