



Inviting City of Wheat Ridge Elected Officials to Community Events

City of Wheat Ridge elected officials look forward to the opportunity to attend community events when requested—this is part of celebrating the wonderful community in which we live, work and play! Here are a few suggestions when inviting City of Wheat Ridge elected officials to an event:

- For tips on hosting a business ribbon-cutting or involving elected officials in a community event, please feel free to contact the City Public Information Officer, Sara Spaulding at 303-235-2877 or E-mail: sspaulding@ci.wheatridge.co.us
- Please send Nine (9) invitations (9 to include the Mayor and 8 City Councilmembers, 1 for the City Clerk and 1 for the City Treasurer) to the Office of the Mayor and City Council at 7500 W. 29th Avenue, Wheat Ridge, Colorado 80033. *Do not mail invitations to elected officials' homes.* For more information or questions, contact Stephanie Pomponio, Administrative Assistant 303-235-2977.
- Address individual invitations to each elected official you would like to attend. If you need assistance in identifying the names of elected officials, please contact the Office of the Mayor and City Council.
- Include the following information **with** invitations:
 - Reason for event.
 - Date, time, and location.
 - Expected length of event.
 - Whether elected officials will be expected to speak, on what subject, and for how long.
 - Allow at least one month notice for elected officials if possible. At a minimum, a 2-week notice.
 - If more than three City Councilmembers are expected to attend an event, it must be posted in a public area at least 24 hours before the event. This must be done (by Colorado State law) through the City Clerk's Office.

Here are some tips when requesting elected officials to speak at an event:

- Determine a length of time for them to speak.
- Contact the Mayor's Office to determine whether the speaker will want remarks prepared in advance.
- Determine whether remarks will be in bullet form or speech form.
- The City Public Information Officer can offer help in preparing remarks and should be given a copy of a speech before it goes to an elected official at least one week in advance of the event, unless otherwise coordinated with the Public Information Officer. Call Marianne Schilling, Assistant to the City Manager at 303-235-2867 or E-mail: mschilling@ci.wheatridge.co.us