Submit to the Ethics Law and Programs Division no later than one week before the event for any public event by a Senate-confirmed Presidential appointee (PAS) with a candidate or within 90 days of a general or primary election.

1. Name of contact person filling out this form: __________________________________________
   - Contact person’s phone number/email: ___________________________________________

2. Name and title of participating PAS: _______________________________________________

3. About the event:
   - What: _______________________________________________________________________
   - Where: _______________________________________________________________________
   - When: _______________________________________________________________________
   - What is its purpose: _____________________________________________________________
   - Why attending: __________________________________________________________________
   - Open to the media? Yes □ No □
   - Who issued invitations? _______________________________________________________
   - Who developed list of attendees? _________________________________________________
   - Who will be speaking? __________________________________________________________
   - Target audience: __________________________________________________________________
   - Will the event be used to announce a new grant, waiver, or other final agency action, but for which the announcement was delayed? Yes □ No □
   - If “yes,” reason for the delay: __________________________________________________

4. About the candidate:
   - Who: _______________________________________________________________________
   - Currently an elected official? Yes □ No □
   - Why attending: __________________________________________________________________
   - Did the candidate request that the PAS attend? Yes □ No □
   - If “yes,” was it through campaign staff, Congressional staff, political party, agency officials, or others? __________________________________________________________________

5. Please provide a copy of any remarks to be made by Department officials.

6. Provide any other information useful in determining whether the event is official.

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Prepared by the Ethics Law and Programs Division, Office of the General Counsel, United States Department of Commerce – 202-482-5384 – ethicsdivision@doc.gov
January 2, 2019