

POLITICAL EVENT REVIEW FORM

Submit to the Ethics Law and Programs Division **no later than one week before event**

NAME, PHONE NUMBER, AND EMAIL OF PERSON WHO FILLED OUT THIS FORM:

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1. Name and title of participating PAS: _____
 2. Description of the event: _____

 3. Date: _____ Time: _____ Place: _____
 4. Person(s) hosting the event: _____
 5. Is any host a registered lobbyist, registered foreign agent, or Federal political action committee? Yes No
 6. Candidate: _____
 7. Will the PAS be speaking at the event (such as a formal speech or informal remarks)?
Yes No
 8. If not speaking, will the PAS be introduced or recognized? Yes No
 9. How long will the PAS be at the event? _____
 10. Will most attendees be individuals with interests before Commerce? Yes No
 11. How were the invitees selected? _____
 12. Number of persons likely to attend: _____
If 20 or fewer people are attending, provide the name and occupation affiliation for each person on a separate sheet and if there is any Commerce connection.
 13. Is the PAS mentioned in any literature associated with the event? Yes No
If "Yes" attach a copy of all such literature (including a website page).
 14. Is the PAS mentioned in the invitation? Yes No
If "Yes" attach a copy of the invitation.
 15. If travel is involved, will entire trip be paid for by candidate/campaign? Yes No
If "No" and the trip involves both official events and campaign events, attach a line-by-line itinerary so that an allocation of costs can be determined based on time spent at official and at political events—the campaign must pay a proportionate share of costs in such case. (For a Presidential election, a check to the U.S. Treasury must be collected covering costs that would have been incurred if there had been no official events during the trip.)

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 4, 2016