

## 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:**

\_\_\_\_\_

\_\_\_\_\_

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](mailto:ethicsdivision@doc.gov) – January 4, 2016