

POLITICAL EVENT REVIEW FORM

*Submit to the Ethics Law and Programs Division **no later than one week before the 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: _____ Hours of Event: _____ Place: _____

4. Organization hosting the event: _____

5. Candidate: _____

6. Will the PAS be speaking at the event (such as a formal speech or informal remarks)?

Yes No

7. If not speaking, will the PAS be introduced or recognized: Yes No

How long will the PAS be at the event? _____

8. Were proposed invitees selected because they have matters before the Department?

Yes No

If not, how were they selected?: _____

9. 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 Department of Commerce connection.

10. 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).

11. Is the PAS mentioned in the invitation? Yes No

If "Yes" attach a copy of the invitation.

12. If travel is involved, will the entire trip been paid for before the trip? Yes No

If "No" and the trip involves both official events and campaign events for a Federal 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.

(If the trip involves both official events and campaign events for a state or local election, 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.)