



**REVIEW FORM FOR OFFICIAL EVENTS WITH A CANDIDATE
OR WITHIN 90 DAYS OF AN ELECTION**

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: _____
 - Organized by: _____
 - 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.

