



POLITICAL EVENT REVIEW FORM

For use by a Presidential Appointee who is Senate-confirmed (PAS) who engages in a political activity; **submit to the Ethics Law and Programs Division at least 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: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_
  4. Person(s) hosting the event: \_\_\_\_\_  
Is any host a registered lobbyist, registered foreign agent, or Federal political action committee? Yes  No
  6. Candidate: \_\_\_\_\_
  7. Will the PAS be giving a speech or talk or have a similar role at the event? 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 indicate whether 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.