**Event Attendance Information Questionnaire**

SECTION 1: SCREENING

Screening Questions: The answers to these questions will determine whether or not to complete the questionnaire. Please contact an ethics counselor with any questions.

A. Does the invitee’s schedule permit attendance AND has the invitee indicated they want to attend the event?

* NO \_\_\_\_

STOP. To avoid waste of Government resources, do not request a legal opinion until/unless the invitee has determined that they are available and would like to attend.

* YES \_\_\_\_\_ (Continue to Question B.)

B. Is the event free AND open to the public or to **ALL** civilian and military personnel?

* YES \_\_\_\_

STOP. The offer of free attendance is not considered a gift and only supervisor approval is required for attendance.

* NO \_\_\_\_\_ (Continue to Question C.)

C. Has the invitee been asked to speak or present information on behalf of the Department on the day(s) they will attend?

* YES \_\_\_\_

STOP. The offer of free attendance, to include meals/refreshments available to all attendees, ***on the day(s) the invitee is speaking/presenting*** is not considered a gift and only supervisor approval is required for attendance. PAO and security review of speaking materials may be required.

* NO \_\_\_\_\_ (Complete the Questionnaire below if attending an event, including on any day(s) or during any separate segments of an event, where the invitee is not speaking/presenting.)

SECTION II: QUESTIONNAIRE

*Note: All items must be completed, unless otherwise indicated.*

1. Name of Invitee(s):

* Is the invitee(s) authorized to bring guests, and if so, how many?

2. Name of the event:

3. Host(s) or organizer(s) of the event (who “owns” the event):

* Name of Entity:
* Name of POC:
* Phone:
* E-mail:
* Event website:

4. Date of the event:

5. Location of the event:

 (*Note – WAG attendance is in a personal capacity, and therefore, TDY funds are not available for travel solely to attend a WAG event. Where an employee will already be TDY for official business, the employee may attend an ancillary event at the TDY location using the WAG exception, if approved in advance).*

6. Nature and purpose of the event:

7. Approximate total number of attendees:

8. Identify general sources of attendees at the event. (Check all that apply)

* Federal Executive Branch
* DoD\_\_\_
* Non-DoD\_\_\_
* State or local Government\_\_\_
* Academia\_\_\_
* Industry\_\_\_
* Approximately how many different companies will be represented\_\_\_
* Legislative Branch\_\_\_
* Other (describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Is an entity other than the event host paying the cost for DoD invitees?

* No\_\_\_
* Yes\_\_\_
	+ Name of entity paying:
	+ Names of the DoD invitees it will pay for:

10. Is an entity other than the host designating the DoD invitees?

* No\_\_\_
* Yes\_\_\_
	+ Name of entity designating invitees:
	+ Names of the DoD invitees it designated:

11. Does the invitation include an unsolicited offer for the employee to bring a guest?

* No\_\_\_
* Yes\_\_\_
	+ How many? \_\_\_
	+ Will others in attendance also be accompanied by a guest? (Y / N)

12. Does the person / organization extending the invitation have any matter(s) pending before DoD and, if so, is the DoD employee who has been invited to the event involved in these matters?

* No\_\_\_
* Yes\_\_\_ (describe)

13. What is the estimated per person cost to host the event?

 $\_\_\_\_\_\_\_ per person.

14. If different from the value listed in No. 13 above, identify the ticket or entry fee cost to attend the event. Tickets cost $\_\_\_\_\_ per person

15. Identify other gifts being offered in addition to free attendance (i.e., free parking, memento, transportation, etc.)

* None\_\_\_
* Other gifts (Itemize):
	+ Identify the estimated cost of these other gifts:

17. Is the hosting or inviting organization tax-exempt under 501(c)(3)?

* Yes\_\_\_
* No\_\_\_

18. Is the hosting or inviting organization a registered lobbyist or lobbying organization (2 U.S. Code §1603(a))?

* Yes\_\_\_
* No\_\_\_

19. Is this a fundraising event (e.g., is any portion of the admission price tax deductible)?

* No\_\_\_
* Yes\_\_\_ (If available: $\_\_\_\_\_\_ portion of admission suggested is tax deductible)

20. Is this an event recurring from year to year?

* Yes\_\_\_
* No\_\_\_

Comments Section: Please provide any additional information (copy of invitation, invitation transmittal letter/email, etc.)