

FORM FOR REVIEW OF OFFICIAL EVENTS WITH A CANDIDATE

Submit to the Ethics Law and Programs Division no later than one week before the official event for any public event in which a DOC employee is participating with a partisan candidate within 90 days of the candidate's election.

1. Employee name and title: _____
Contact person [person filling out this form] name/phone/email: _____

2. **About the event**

- What: _____
- Organized by: _____
- Where: _____
- When: _____
- What is its purpose: _____
- Why attending: _____
- Open to the media? Yes ☐ No ☐
- Who issued the 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?
Yes ☐ No ☐
- If “yes,” what/when was the agency action: _____

3. **About the candidate**

- Who: _____
- Currently an elected official? Yes ☐ No ☐
- Why attending: _____
- Did the candidate request DOC’s participation? Yes ☐ No ☐
- If “yes,” was it through campaign staff, Congressional staff, political party, agency officials, or others? _____

4. Please provide a copy of any remarks to be made by Department officials.

5. Provide any other information useful in determining whether the event is official.
