

INVITATION QUESTIONNAIRE

Please complete the questions below when requesting ethics review of an invitation.

Invited Employee(s): _____

Invited Employee's Title and Office: _____

Is the Invited Employee a Political Appointee?: ☐ Yes ☐ No

Event: _____

Date of Event: _____

Host of Event: _____

Is the Host Organization (or the Inviter, if Not the Host) a Lobbying Organization?:*

☐ Yes ☐ No

Person Who Sent the Invitation: _____

Is the Person Who Sent the Invitation a Lobbyist?* ☐ Yes ☐ No

Cost of Ticket (or Per Person Catering Cost if Tickets Not Sold):** \$ _____

Approximate Number of Guests Expected at the Event:** _____

Approximate Number of U.S. Government Employees (including members of Congress and their staff) Expected at the Event:** _____

Brief Description of Non-Federal Attendees (e.g., industry representatives, trade association members, think tanks, academia, media, foreign government officials:**)

* To search for lobbyist information, please search the Lobbying Disclosure Act Databases for both the U.S. House of Representatives and the Senate

House: <http://disclosures.house.gov/ld/ldsearch.aspx>

Senate: <http://soprweb.senate.gov/index.cfm?event=selectfields>

** To obtain this information, you may need to contact the event organizer.

Submit the questionnaire to ethicsdivision@doc.gov or by calling 202-482-5384.

Prepared by the Ethics Law and Programs Division, Office of the Assistant General Counsel for Administration, U.S. Department of Commerce – January 3, 2012