**FREE ATTENDANCE & WIDELY ATTENDED GATHERING QUESTIONNAIRE**

*Note:* ***The Questionnaire should be completed by the event host/POC.*** *All items must be completed, unless otherwise indicated.*

1. Name of Invitee(s):
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. Dates:
5. Date(s) of the event:
6. Date(s) invitee is on the agenda to speak/present in an official capacity (if applicable):
7. 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).*

1. Nature and purpose of the event:
2. Approximate total number of attendees:
3. 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? **About XX companies will be represented.**
	* Legislative Branch
	* Other (describe, e.g. **Corporate Business Sponsors) \_\_**
4. Is an entity other than the event host paying the cost for DoD invitees? (Y/N)
	* If Yes, provide:
		+ Name of entity paying:
		+ Names of the DoD invitees it will pay for:
5. Is an entity other than the host designating the DoD invitees? (Y/N)
	* If Yes, provide:
		+ Name of entity designating invitees:
		+ Names of the DoD invitees it designated:
6. Does the invitation include an unsolicited offer for the employee to bring a guest? (Y/N)
	* If Yes:
		+ How many?
		+ Will others in attendance also be accompanied by a guest? (Y/N)
7. 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? (Y/N)
	* If Yes, please describe:
8. What is the value of free attendance being offered? If tickets to the event are sold, please provide the face value of the ticket. If tickets are not sold, then please indicate the per person cost to host the event.
9. Face value of ticket, if applicable: **$** or
10. Estimated per person cost to host the event:
11. Are other unsolicited gifts being offered in addition to free attendance (i.e., free parking, memento, transportation, etc.) (Y/N)
	* If Yes, please itemize and identify the estimated cost of each gift:
12. Is the hosting or inviting organization tax-exempt under 501(c)(3)? (Y/N)
13. Is the hosting or inviting organization a registered lobbyist or lobbying organization (2 U.S. Code §1603(a))? (Y/N)
14. Is this a fundraising event (e.g., is any portion of the admission price tax deductible)? (Y/N)
	* If Yes, and a portion is identified to attendees as being tax deductible, please provide that amount**:**
15. Is this an event recurring from year to year? (Y/N)
16. Comments Section: Please provide any additional information (copy of invitation, invitation transmittal letter/email, etc.