



FREE ATTENDANCE QUESTIONNAIRE

Note: The Questionnaire should be completed by the non-Federal entity event host/POC. All items must be completed, unless otherwise indicated. The completed document should be sent to the ethics official along with the customized memo.

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: _____

** NOTE: If the host or co-host is a Federal entity, you do not need an ethics opinion.*

4. Dates & Speaking:

- Date(s) of the event: _____
- Is the Invitee speaking in an official capacity (Y/N) _____.
If Yes, provide:
 - Date(s) invitee will speak/present in an official capacity (*if applicable*): _____
 - Will invitee attend on days other than a date they are speaking/presenting? (Y/N) _____.
 - If yes, which days? _____
 - Do DoD personnel represent more than 20% of the total presenters? (Y/N) _____.
 - If Yes, what percentage of presenters are DoD personnel? _____
 - What is the highest fee charged to any attendee: \$ _____
 - Is the entity offering to pay for any travel expenses? (Y/N) _____

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 and no additional cost to Government).

6. Nature and purpose of the event: _____

7. Approximate total number of attendees: _____

8. Attendee Information:

a. Are attendees limited to only clients/customers/employees of the host? (Y/N) ____

b. Identify general categories 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? ____
- Legislative Branch ____
- Other (describe) _____

9. Is the event free **AND** open to the public **OR** to ALL civilian and military personnel (vice invitation only)? (Y/N) ____

Please provide any additional relevant information:

10. Is any invitee being asked to speak/present in their official capacity on behalf of DoD? (Y/N) ____

11. 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: _____

12. 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: _____

13. 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) ____

14. Does the person / organization extending the invitation have any matter(s) pending before DoD? (Y/N) ____

- If Yes, is the DoD employee who has been invited to the event involved in these matters? (Y/N) ____ If Yes, please describe: _____

15. What is the value of free attendance being offered? ____

- Is the event invitation only? (Y/N) _____
 - If No, is the event open to the public/all government/all DoD? (Y/N) _____
 - Is there a fee or ticket price for anyone to attend the event? (Y/N) _____
 - If Yes, what is the face value of ticket/registration being offered: _____
 - If No, what is the estimated per person cost to host the event: _____
 - Do certain categories of persons get free attendance? If so, identify those categories: _____
16. 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: _____
17. Is the hosting or inviting organization a registered lobbyist or lobbying organization (2 U.S. Code §1603(a))? (Y/N) _____
18. Is the hosting or inviting organization tax-exempt under 501(c)(3)? (Y/N) _____
19. Is the hosting or inviting organization a media organization? (Y/N) _____
20. Is this a fundraising event (e.g., is any portion of price tax deductible)? (Y/N) _____
- If Yes, and a portion is identified to attendees as being tax deductible, please provide that amount: \$ _____
21. Is this an event recurring from year to year? (Y/N) _____
22. Please provide a copy of the original invitation, including any electronic transmittal, if applicable.
23. Comments Section: Please provide any additional relevant information.