

WAG Request Information Form

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

1. Name of Invitee(s): _____
[Please indicate if invitee(s) are authorized to bring guests and number]

2. Name of the event: _____

3. Sponsor(s) or organizer(s) of the event: _____

4. Date of the event: _____

5. Location of the event: _____

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 []
- Legislative Branch []
- Other (describe) []

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

- No []
- Yes []
 - Identify that entity and the names of the DoD invitees it will pay for.

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

- No []
- Yes []
 - Identify that entity and the names of the DoD invitees that it designates.

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?

13. What is the estimated cost per person of food, refreshments, and entertainment at 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 (List) _____

16. Identify the estimated cost of these other gifts. _____

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

- Yes []
- No []

18. Is the sponsoring or inviting organization a registered lobbyist or lobbying organization?

- 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) If yes, please provide details about the fundraising efforts (e.g., how are funds being raised, what are the seating arrangements, etc.).

20. Describe the extent of the opportunity for an exchange of ideas or discussion among attendees.

21. Please provide a point of contact for discussing your answers.

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

***We suggest the host entity consider including appropriate language in the invitation for attendance by DoD personnel similar to the following:

Please be advised that the Department of Defense (DoD) no longer provides "blanket" Widely Attended Gathering (WAG) determinations for external events. This event may qualify as a WAG pursuant to 5 C.F.R. § 2635.204(g). All personnel are strongly encouraged to consult with their supervisor or ethics advisor prior to attending.

Current as of January 2022