



## REQUEST FOR EVENT COST INFORMATION

To Whom It May Concern:

You are receiving this request for information because you have invited \_\_\_\_\_ to an invitation-only event to be held on \_\_\_\_\_. If this official attends the event, he or she will be receiving a gift from you. State and local ethics laws limit the value of gifts that a City Official may accept. Accepting a gift also triggers reporting obligations and may disqualify the official from participating in municipal decisions involving the source of the gift. For these reasons, it is important that we obtain the gift value associated with attending your event.

Unless a specific exemption exists with regard to the type of event you are holding, the value of an admission to your event is the total pro rata cost of the food, beverages, catering services, feature entertainment (not including music provided for background ambiance), and any item provided to the attendees that is available to all guests attending the event. The value of the gift you are giving is equal to the cost of all these items divided by the number of acceptances or the number of attendees. Please do not underestimate the pro rata cost of the event; inaccurate information (such as limiting the value to just food and beverages) could cause the City Official to become subject to an enforcement action if the actual costs are significantly higher than what you report.

Please provide the requested information regarding the event in the box below. This information will be of great assistance to the City Official with regard to accepting and reporting the gift you have offered.

Description of event: _____	
Date of event: _____ The pro rata share of the relevant costs of the event is: \$ _____	
_____ Print Name	_____ Signature
_____ Company Name (if applicable)	_____ Date

**Return this document to:** \_\_\_\_\_

**Address or Fax No.:** \_\_\_\_\_