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.: __________________________________________