**Event Attendance - Quick Advice**

**Disclaimer:**

This template/document/framework is not intended to be comprehensive or exhaustive - rather, it seeks to provide a framework, be a reference, stimulate discussions, generate ideas, and facilitate further analysis to encourage additional exploration, research and/or policy development for your organization or group.

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**Event Attendance - Quick Advice**

**EVENT NAME:**

**EVENT DATE:**

**EVENT TIME:**

**EVENT LOCATION:**

|  |
| --- |
| ☐ Yes - Someone from our organization should attend this event. |
| ☐ No - No one from our organization/government should attend this event. |

**If yes**, additional information about this event is being provided:

|  |  |  |
| --- | --- | --- |
| 1 | Brief description and purpose of this event |  |
| 2 | What organization or individual requested someone from our organization to attend this event? |  |
| 3 | Who is being requested to attend this event from our organization? |  |
| 4 | Who is recommended to attend this event from our organization? Suggest alternate attendee. |  |
| 5 | Is the attendee required/invited to speak? If yes, who is preparing speaking points? |  |
| 6 | Is the attendee required to summarize participation after attending the event? If yes, who should receive the report after attendance? |  |
| 7 | Will elected officials be attending this event or is it affiliated to a particular party? If yes, please include information. | ☐No  ☐Yes. Please explain: |
| 8 | What is the benefit to our organization of attending this event? |  |
| 9 | Additional comments or key information |  |

|  |  |
| --- | --- |
| Name of the person completing this document: |  |
| Email: |  |
| Phone |  |
| Date when this document was completed: |  |

**NOTE**: Please include with this form additional background information (invite/poster/correspondence), if available.