

U.S. House of Representatives
Committee on Ethics

2013 NOV 19 PM 3:53

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FORM

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must **complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed.** Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Congressman Marlin Stutzman
2. a. Name of accompanying relative: _____ or None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: 11/9/2013 Return: 11/10/2013
b. Dates at personal expense: _____ or None ☒
4. Departure city: Orlando Destination: San Diego Return city: Atlanta
5. Sponsor(s) (who paid for the trip): The Heritage Foundation
6. Describe meetings and events attended (attach additional pages if necessary): Congressman Stutzman attended the Heritage Foundation's Leadership Conference to speak on a panel (see attached).
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
 - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
 - c. ☒ page 2 of the completed Traveler Form submitted by the Member or officer; **and**
 - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☒
b. If not, explain: _____

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with my duties as a Member or officer of the U.S. House of Representatives and would not create the appearance that I am using public office for private gain.

SIGNATURE OF MEMBER: _____

DATE: 11/18/2013

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. ***A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): The Heritage Foundation
2. Travel Destination(s): San Diego, CA
3. Date of Departure: 11/09/2013 Date of Return: 11/10/2013
4. Name(s) of Traveler(s): Marlin Stutzman
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$569.20	\$370.26	\$130.00	n/a
Accompanying Relative	n/a	n/a	n/a	n/a

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Shianne Chatarjee

Name: Shianne Chatarjee Title: Special Events Assistant

Organization: The Heritage Foundation

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: 214 Massachusetts Ave NE
Washington, DC 20002

Telephone number: 202-608-1534

Email Address: shianne.chatarjee@heritage.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

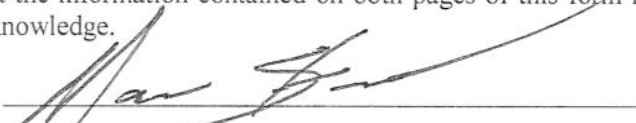
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Congressman Marlin Stutzman

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: _____

Office address: 1728 Longworth House Office Building
Washington, DC 20003

Telephone number: (202) 225-4436

Email address of contact person: mary.wells@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Congressman Marlin Stutzman
2. Sponsor(s) (who will be paying for the trip): The Heritage Foundation
3. Travel destination(s): San Diego, California
4. a. Date of departure 11/9/2013 Date of return: 11/10/2013
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
Congressman Marlin Stutzman is attending
The Heritage Foundation's Annual Leadership
Conference to speak regarding Changing the
Culture in Congress.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

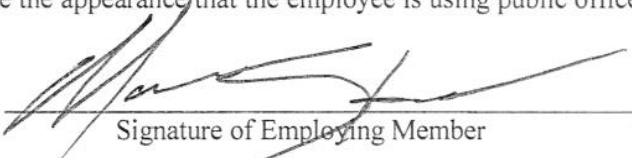
10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 10/29/2013


Signature of Employing Member

U.S. House of Representatives
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
The Heritage Foundation
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☒ or.
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of **ALL** House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
Congressman Marlin Stutzman, Congressman Jim Bridenstine - both are rising star in the House fighting for shared principles. Both were invited to participate on panels.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: 11/9/2013 Date of return: 11/10/2013
7. a. City of departure: Orlando, FL
b. Destination(s): San Diego, CA
c. City of return: Orlando, FL
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The Heritage Foundation has planned and organized this event as a cultivation opportunity for donors. We are hoping to give them insight into the work our organization is doing and educate them on policies and the changing culture in Washington.

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (Specify: _____)
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☒ or
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☐

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): _____

2) Provide reason for selecting the location of the event or trip: _____

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Grand Del Mar City: San Diego Cost per night: \$305

Reason(s) for selecting: High-level donor event with many optional activities for donors to participate in

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

Hotel name: _____ City: _____ Cost per night: _____

Reason(s) for selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input checked="" type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$569.20	\$370.26	\$130.00
For each accompanying relative	n/a	n/a	n/a

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	n/a	n/a
For each accompanying relative		

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name: _____

Title: _____

Organization: _____

Address: _____

Telephone number: _____

Email address: _____

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Pedro R. Pierluisi, Puerto Rico
Michael E. Capuano, Massachusetts
Yvette D. Clarke, New York
Ted Deutch, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Daniel A. Schwager
Staff Director and Chief Counsel

Joanne White
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

November 4, 2013

The Honorable Marlin A. Stutzman
U.S. House of Representatives
1728 Longworth House Office Building
Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to San Diego, California, scheduled for November 9 to 10, 2013, sponsored by the Heritage Foundation. Committee travel regulations require that, for any trip leaving on or after April 1, 2013, you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, given the newness of the rule, we are approving your current request. However, any future requests should adhere to the 30-day requirement.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$350 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:jls

2013
Annual Leadership Conference

THE HERITAGE FOUNDATION

FRIDAY, NOVEMBER 8 – SATURDAY, NOVEMBER 9, 2013
The Grand Del Mar, San Diego, California

“Reconnecting with America”

AGENDA

Friday, November 8, 2013

8:00 a.m. – 6:00 p.m.	Conference Registration
10:00 a.m. – 12:00 p.m.	Tennis Tournament (<i>Optional Activity</i>)
10:45 a.m. – 3:30 p.m.	Golf Scramble at The Grand Golf Club (<i>Optional Activity</i>)
11:30 a.m. – 1:30 p.m.	The Grand Culinary Demonstration (<i>Optional Activity</i>)
1:00 – 3:00 p.m.	Painting Class and Cocktails (<i>Optional Activity</i>)
5:30 – 7:00 p.m.	Welcome Reception
7:00 – 9:00 p.m.	Dinner

Address
Jim DeMint
President, The Heritage Foundation

Saturday, November 9, 2013

7:30 – 9:00 a.m.

Breakfast
Hosted by the Heritage Legacy Society

Address
Scott Rasmussen
Founder and President, Rasmussen Media Group

9:15 – 10:45 a.m.

Session I
"The Message Matters: The American Perceptions Initiative"

Moderator: Geoffrey J. Lysaught
*Group Vice President, Strategic Communications,
The Heritage Foundation*

Dee Allsop, Ph.D.
Chief Executive Officer and Managing Partner, Heart + Mind Strategies

Genevieve Wood
Vice President, Marketing, The Heritage Foundation

10:45 a.m. – 12:15 p.m.

Session II
"Effective Leadership: Success Stories from the States"

Moderator: Ed Corrigan
*Group Vice President, Policy Promotion,
The Heritage Foundation*

Robert Alt
*President, The Buckeye Institute for Public Policy Solutions,
and Visiting Fellow, The Heritage Foundation*

Lindsey Burke
Will Skillman Fellow in Education, The Heritage Foundation

T.W. Shannon
Speaker of the House of Representatives of the State of Oklahoma

12:30 – 2:00 p.m.

Luncheon

Address
The Honorable Scott Walker
Governor of Wisconsin

2:15 – 3:15 p.m.	Session III “Heritage Action: Raising an Army of Conservative Activists” Michael A. Needham <i>Chief Executive Officer, Heritage Action for America</i>	Capella
3:15 – 3:30 p.m.	Break	
3:30 – 5:00 p.m.	Session IV “Out in Front: Changing the Culture in Congress” Moderator: Tim Chapman <i>Chief Operating Officer, Heritage Action for America</i> The Honorable Jim Bridenstine (R-OK) <i>United States Representative</i> The Honorable Marlin Stutzman (R-IN) <i>United States Representative</i>	Capella
5:00 – 6:00 p.m.	Leisure Time	
6:00 – 7:00 p.m.	Reception	North Foyer & Courtyard
7:00 – 9:00 p.m.	Dinner Address The Honorable Ted Cruz (R-TX) <i>United States Senator</i> Concluding Remarks Jim DeMint <i>President, The Heritage Foundation</i>	Elizabeth Ballroom B
9:00 – 10:30 p.m.	Dessert Reception	Capella

2013
Annual Leadership Conference
THE HERITAGE FOUNDATION

FRIDAY, NOVEMBER 8 – SATURDAY, NOVEMBER 9, 2013
The Grand Del Mar, San Diego, California

SATURDAY, NOVEMBER 9, 2013

SESSION IV TIMELINE (3:30 – 5:00 P.M.)

Room: *Capella*

“Out in Front: Changing the Culture in Congress”

- 3:30 p.m. **Tim Chapman** delivers opening remarks, introduces panelists, and begins the discussion (5 minutes)
- 3:35 p.m. **Tim Chapman** moderates Informal Discussion with **The Hon. Jim Bridenstine** and **The Hon. Marlin Stutzman** **on stools, via lav mics** (45 minutes)
- 4:20 p.m. Question and answer moderated by **Tim Chapman** via live mics (38 minutes)
- 4:58 p.m. **Tim Chapman** delivers closing remarks, announces hour-long break, and reminds guests that the evening reception will begin at 6:00 p.m. in the Elizabeth Ballroom foyer, followed by dinner at 7:00 p.m. (2 minutes)
- 5:00 p.m. Session IV concludes



2013 ANNUAL LEADERSHIP CONFERENCE

Friday, November 8 – Saturday, November 9
The Grand Del Mar
5300 Grand Del Mar Ct.
San Diego, CA

SPEAKER INFORMATION FORM

Please email or fax this completed form with a preferred biography to Shianne Chatarjee by Friday, October 11, 2013.
Email: Shianne.chatarjee@heritage.org Phone: 202-608-1534 Fax: 202-675-1778

CONTACT INFORMATION

Speaker Name: Congressman Marlin Stutzman
Title: Congressman
Organization: U.S. House of Representatives
Address: 1728 Longworth House Office Building
City/State/Zip: Washington, DC 20515
Office Phone #: (202) 225-4436
Mobile Phone #:
E-mail:
Assistant's Name: Mary Wells
Assistant's Office Phone #: (202) 225-4436
Assistant's E-mail: Mary.Wells@mail.house.gov
Assistant's Mobile Phone #: (202) 731-5856
Spouse Name (if attending):*
Spouse City & State of residence (if attending):

* Your spouse is welcomed to participate in all Annual Leadership Conference meals. The Heritage Foundation is unable to reimburse for spouse travel to the Conference.

TRANSPORTATION

☒ I will arrange transportation through The Heritage Foundation's account representative at World Travel at 1-888-979-0400. I will mention the Annual Leadership Conference to have expenses billed directly to The Heritage Foundation.

☐ I will arrange my own transportation and email Shianne Chatarjee my itineraries. The Heritage Foundation will reimburse travel expenses when provided with a receipt.

Please note: The Heritage Foundation will pay for economy tickets and ground transportation, rental cars excluded, between the airport and hotel. All travel must be booked by **Friday, October 11, 2013. World Travel is The Heritage Foundation's preferred agent for making travel arrangements. Should you need additional assistance, please contact Shianne Chatarjee at Shianne.chatarjee@heritage.org or (202) 608-1534.*

HOTEL ACCOMMODATIONS

THE GRAND DEL MAR
5300 GRAND DEL MAR CT. SAN DIEGO, CA
PHONE: (858) 314-2000 FAX: (858) 314-2001

Check-In Date: 11/9/2013

Check-Out Date: 11/10/2013

Special Room Requests: _____

**Please note: The Heritage Foundation will reserve your overnight room at The Grand Del Mar.*

REGISTRATION INFORMATION

I/ we will attend the following (please indicate number of people):

Friday, November 8, 2013

- ___ Optional Activity: Tennis Tournament
- ___ Optional Activity: Golf Scramble
- ___ Optional Activity: Grand Culinary Demonstration
- ___ Optional Activity: Painting Class & Cocktails
- ___ Welcome Reception & Dinner

Saturday, November 9, 2013

- ___ Breakfast
- ___ Luncheon
- ☒ Reception & Dinner

Please list any dietary restrictions or food allergies: _____

Seafood

PRESENTATION INFORMATION

Handouts:

- ☐ I will not have handouts.
- ☒ I will bring 250 handouts to the presentation.
- ☐ I will email handouts to Shianne.chatarjee@heritage.org by *Wednesday, October 30, 2013*, and she will make copies of my handouts for the presentation.

Audio-Visual:

Please check all that apply:

- ☒ I will not have a PowerPoint presentation.
- ☐ I will have a PowerPoint presentation. I will email the file to Shianne.chatarjee@heritage.org by *Wednesday, October 30, 2013*, and she will save it to The Heritage Foundation presentation laptop. Please bring a back-up of the PowerPoint on a flash drive.
- ☐ My presentation has sound effects and/or video.
- ☐ I have the following special audio request: _____

**Please note:* Internet access will not be available during presentations.

Thank you! We look forward to working with you.