

**To:** registrar@api.org[registrar@api.org]  
**From:** Smethers, Lacey  
**Sent:** 2018-12-19T15:06:54-05:00  
**Importance:** Normal  
**Subject:** Kate MacGregor Attendance at API event January 8  
**Received:** 2018-12-19T15:06:52-05:00

I am Katharine MacGregor's Executive Assistant. She would like to attend the luncheon on January 8, but it needs to be cleared through our Ethics staff first. If you wouldn't mind answering the following questions, I would appreciate it!

1. Name of the event/Event sponsor
2. Is sponsor a 501(c)3 or media organization?
3. Purpose of the event
4. What other types of people are expected to attend? (for example, members throughout a given industry, Federal, local, or state officials)
5. How many people are expected to attend?
6. Will the attendees represent interest in a given matter? If yes, what matter?
7. What is the cost of free attendance (registration fee, meals or refreshments provided, entertainment, materials furnished) and how was this cost determined?

Thank you for your help,

*Lacey Smethers*

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