



## Making Every Event a Success!

### PRE-PROGRAM LOGISTICS CHECKLIST

*Nothing is more important than ensuring your program is a wonderful success. We've created the following pre-program checklist/questionnaire that will assist us greatly in presenting the best program possible for your audience.*

#### ✓ **Handouts**

Depending on the program you choose, we may be sending hand-outs ahead for copies to be made for each member of the audience. These are not sales or marketing pieces, but handouts for audience take-home. We request that you place these on chairs prior to the start of Chef Alli's presentation and that they made are available for everyone attending.

#### ✓ **Chef Alli's Intro**

Because Chef Alli hates long, boring introductions, she will provide an introduction for your event; please use this to introduce her. If you have some personal comments you would like to add, please just let our office know first.

#### ✓ **Platform**

Chef Alli is more visible on a raised platform or stage. Being elevated makes it much easier for everyone to see and enjoy her culinary presentation and antics. Please have steps placed in the front and to the side, if possible.

#### ✓ **Microphone**

Chef Alli must have a wireless headset mic; she enjoys being able to move around freely so she can engage and interact personally with your group.

#### ✓ **Audio/Visual Requirements**

There are a few AV requirements Chef Alli may need depending on the type of presentation you are wanting, size of the room and audience. Chef Alli typically utilizes a power point and screen for her presentations. Please contact us to discuss. The type of presentation you are requesting from Chef Alli, will determine

the set up she will need when presenting. Chef Alli may need a podium, unless she is doing a culinary presentation. At that point, she will need an adjustable music stand, along with two 8 ft. tables, complete with tablecloths and skirting. If possible, it is very beneficial to project Chef Alli's cooking presentation onto a large screen so that your audience can easily see how/what she is preparing.

✓ **Hotel and Travel Arrangements**

Hotel room reservations (king bed, non-smoking, lower level) are to be secured by you, the client, guaranteed for late arrival, and should be billed directly to your organization. If possible, Chef Alli requests that the hotel be in close proximity to where the conference is to be held. Chef Alli's office will be responsible for making her travel arrangements, non-refundable, (non-stop, when possible) coach fare, round-trip from Kansas City.

✓ **Ground Transportation**

Please arrange ground transportation (to and from the airport) and let our office know who will be meeting Chef Alli, or if you will need her to take a cab, shuttle or provided rental car.

✓ **Payment of Fee**

Per the agreement, please remember that the entire fee is due on-site, immediately following Chef Alli's presentation. An invoice, including travel and ground expenses and per diem, will be mailed prior to the event.

✓ **Please remember:** Audio or video recording of the presentation, in part or whole, by the client for private or other distribution is prohibited and is not a part of our agreement.

*Once you've taken care of each of these items, you can be assured that everything will run smoothly. Now YOU can relax and let Chef Alli get cookin'!*

**Questions?** Please feel free to call our office at 785.221.0466. We are always happy to help in any way.