



## Pre-Program Questionnaire

**Nothing is more important than ensuring your program is a wonderful success.** We've created the following pre-program questionnaire that will assist us greatly in gathering information in a timely manner to assist Chef Alli in creating the best presentation possible to fit your specific needs. Please complete this questionnaire as thoroughly as possible email it to our office. Also, along with this completed questionnaire, please send our office any information that will increase Chef Alli's understanding of your event, organization, its products, people, mission and challenges. Please be sure to send us a copy of the program that will be used for this event.

Thank you so much for your help - we truly appreciate your time and attention to detail.

### LOGISTICAL INFORMATION

*PLEASE NOTE: All information provided here should reflect any information already listed on Chef Alli's contract. A change or addition on this form does NOT constitute a change to the contract and MUST be requested and approved in writing by Chef Alli.*

Organization Name and Address:

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Event dates:

Begins \_\_\_\_\_ Ends \_\_\_\_\_

Event Center Location and Address:

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Date Chef Alli is Speaking: \_\_\_\_\_

Start time of Chef Alli's presentation (be specific): \_\_\_\_\_

Requested End Time: \_\_\_\_\_

## HOTEL AND TRANSPORTATION

*Please note: There are a few hotel requirements specified by Chef Alli. Please review the details listed on the logistics checklist.*

Hotel: \_\_\_\_\_

Confirmation number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Distance from event site (distance/time): \_\_\_\_\_

Chef Alli will make her own airline reservations (unless otherwise agreed upon).

Closest airport with commercial service to event: \_\_\_\_\_

How will Chef Alli get from the airport to the hotel? \_\_\_\_\_

How will Chef Alli get from the hotel to your event? \_\_\_\_\_

Name of person meeting Chef Alli: \_\_\_\_\_

Direct Cell phone: \_\_\_\_\_

Specifically where will they meet Chef Alli and how will she recognize the person meeting her? \_\_\_\_\_

Arranged Car or Limo Service (name): \_\_\_\_\_

Car service phone number: \_\_\_\_\_

Taxi or Shuttle Service: \_\_\_\_\_

Primary Contact Person **Prior** to Event:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_

Primary Contact Person at the event (*if different than above*):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_

## ORGANIZATION/EVENT AND AUDIENCE PROFILE

Please provide a brief description of your audience.

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Approximate Number Attending Event: \_\_\_\_\_

Average Age: \_\_\_\_\_ Age Range: \_\_\_\_\_

Is there anything in particular Chef Alli should know about this audience? Any details you can share always help her prepare.

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What is the conference/event theme or focus?

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Why did you choose Chef Alli to present at this event?

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What are your three most important objectives for Chef Alli's presentation?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are there any sensitive issues that should be avoided?

\_\_\_\_\_  
\_\_\_\_\_

What is happening BEFORE her presentation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is happening AFTER her presentation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will be making Chef Alli's introduction?

\_\_\_\_\_  
\_\_\_\_\_

Do you have a copy of Chef Alli's specified introduction? If this hasn't been provided to you as of yet, please contact our office for a current introduction.

What speakers have you had in the past at this same event? (Name - Date -Topic)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other speakers are on this program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## AUDIO/VISUAL REQUIREMENTS

There are several AV requirements Chef Alli may need depending on the type of presentation you are wanting. Please look at the logistics checklist requirements.

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

**Chef Alli's Inc. 785.221.0466 [www.ChefAllis.com](http://www.ChefAllis.com) [ChefAlli@ChefAllis.com](mailto:ChefAlli@ChefAllis.com)**