

Pre-Meeting Questionnaire

To book Chef Carroll at your next Event, please complete this form and email to jessica@chefcharlescarroll.com

General Information:

Date of Presentation: _____

Number of Attendees: _____

What is the Theme of the event? _____

What are you hoping to get out of Chef Carroll's presentation?

Seating Arrangement: (i.e. theater style, lunch meeting, etc) _____

Time of Presentation: _____

Duration of Presentation: _____

Are there other speakers? (please include full itinerary): _____

Audience Description (i.e. professional, student, etc.):

Meeting Attire: _____

Meeting Contact Name/ Title: _____

Address: _____

City/ State/ Zip: _____

Phone: _____

Email: _____

Upon arrival to his destination, Chef will contact? (Name & Phone):

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Meeting Site/ Accommodations:

Event Location (venue & city): _____

Hotel Accommodations: _____

Reservation Date & Time: _____

Nearest Airport/ Distance from Event Site:

Transportation Service to and from Airport/ Hotel: _____

Audio Visual Provided?: _____

Will you be pre-ordering books? YES / NO

If no, will you provide a table and an ad-hoc assistant to aid in selling books? YES / NO

Once this form is completed and sent via email, please allow 72 hours for us to review the contents and get back to you with a possible agreement. Thank you.