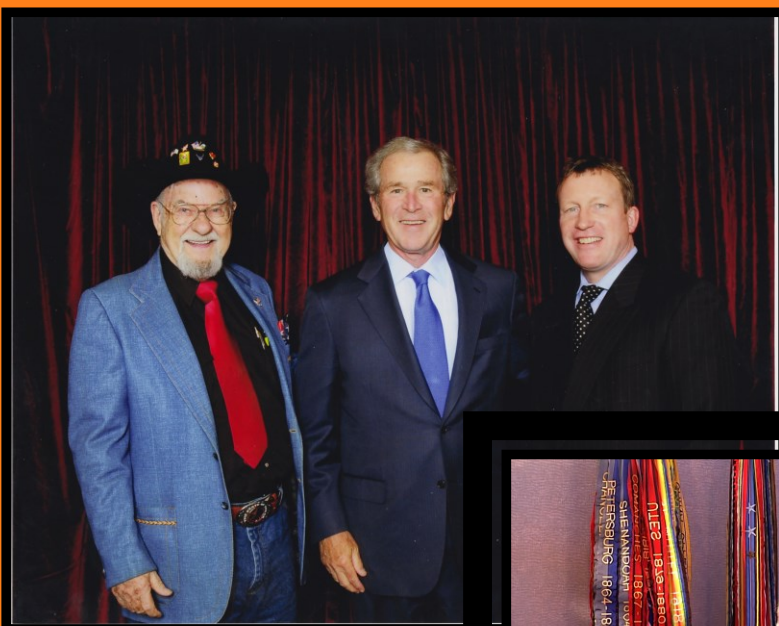


BOOKING CHEF CARROLL FOR AN EVENT MEETING CHECKLIST:



To ensure everything goes smoothly for your engagement, we have provided you with the following checklist. Please feel free to contact Chef's Executive Assistant at Jessica.cowan@riveroaksc.net with any questions you may have.

CONFIRM THE EXACT TIME, DATE, AND LOCATION OF CHEF CARROLL'S PRESENTATION.

1. Complete Chef Carroll's Pre-Meeting Questionnaire to provide hi with as much information about your event as possible. This will ensure that Chef Carroll will cover all the topics important to your group.
2. Send Chef Carroll additional background information about the day or conference that you think will be helpful in the planning of the presentation. This may include brochures, company background, target audience information and amount of people.
3. Please submit the program/ agenda to Chef Carroll. Are there any additional speakers, and if so, what are their topics?
4. Reserve all necessary Audio/Visual equipment for the meeting.
5. Arrange for each attendee to receive a copy of Chef Carroll's books, "Leadership Lessons from a Chef, Finding Time To Be Great" and "Tasting Success" (at your discretion).
6. If requesting the "Chef Carroll Live" show, there may be a list of small wears and food items needed. Apprentices, students or an assistant may also be needed depending on the scope of the presentation.

We hope you find this check list helpful. **IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT CHEF'S EXECUTIVE ASSISTANT AT 713.874.6390 or send your email to Jessica.cowan@riveroaksc.net.**



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