



APPEARANCE REQUEST FORM

EVENT INFORMATION

NAME OF EVENT:

HOST'S NAME (IF DIFFERENT FROM ABOVE):

PLEASE LIST ALL SUPPORTING SPONSORS:

DATE/S:

APPEARANCE CONFIRMATION NEEDED BY:

EVENT CITY/STATE:

EVENT VENUE:

ROOM NAME:

EXPECTED EVENT ATTENDEE SIZE:

EXPECTED PRESENTATION AUDIENCE SIZE:

ATTENDEE PROFILE (INCLUDE PERCENTAGE OF WOMEN):

PLEASE LIST ALL OTHER PARTICIPATING ORGANIZATIONS/SPEAKERS:

PRIMARY EVENT CONTACT:

TITLE/POSITION:

PHONE:

EMAIL:

Chef Cassandra's Culinary Concepts, llc.

www.chefcassandra.com email: chefcga@aol.com

972.904.3600

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APPEARANCE REQUEST FORM

CHEF CASSONDRA PRESENTATION

PLEASE INDICATE THE TYPE OF PRESENTATION YOU DESIRE:

KEYNOTE PRESENTATION: _____ WORKSHOP: _____ BOTH: _____

Duration of presentation: _____ Time: _____

Key topic(s) of presentation:

Language of presentation: _English

Number of expected attendees to the Chef Cassandra's session:

Number and type of concurrent/competing events during Chef Cassandra's presentation (e.g. workshop, exhibit/expo open, reception, etc):

If the overall event requires paid registration, will the Chef Cassandra's presentation be open to the public? _____ Yes _____ No

Will the event be live streamed?

If the event is not being live streamed, can Chef Cassandra do so and what is the cost?

Contact person for technical logistics:

Name

Phone: _____ email: _____

Marketing

How will this event be marketed and promoted?

Can Chef Cassandra co---market and cross---promote this event?

Is Chef Cassandra allowed to provide handouts and sale cookbooks and products?

Contact person for marketing and PR:

Name

Phone: _____ email: _____

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Please note: Chef Cassandra requires that at least 3 communication pieces be sent out promoting Chef Cassandra's participation.

Presenter fee

Travel Costs:

- Hotel
- Air
- Ground transportation
- Meals

OTHER (specify):

To ensure a productive partnership, it's important that expectations for delivery of requested event be clearly outlined and agreed to by both Chef Cassandra and the requesting organization. In addition to covering the above detailed costs, (_____) agrees to:

Name of organization

- Provide Chef Cassandra a list of attendees (in Excel format) with email addresses within 7 working days from the day of the event.**
- Promote/market the event highlighting Chef Cassandra's participation, with at least 3 communication pieces be sent out promoting Chef Cassandra's participation.*
- Reimburse Chef Cassandra for incurred expenses associated with the production and delivery of presentation(s), if they cancel the event less than 60 days from date of presentation.*

Signed by Chef Cassandra
Name:
Title:

Signed by
Name:
Title:

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