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**KITTY CLEVELAND**

**Event Request & Itinerary Form**

***Please note that Kitty usually travels with an assistant for large events.***

1. **Event start date:** Click here to enter a date. **Event end date:** Click here to enter a date.
2. **Event Time:** Click here to enter text.
3. **Event Title:** Click here to enter text.
4. **Event Address:** Click here to enter text.
5. **Event Organizer Name:** Click here to enter text. **Phone Number(s):** Click here to enter text. **E-mail Address:** Click here to enter text.
6. **Event Assistant’s Name:** Click here to enter text. **Phone number(s):** Click here to enter text. **Email Address:** Click here to enter text.
7. **How many presentations are you looking for Ms. Cleveland to give and for how long?**

Click here to enter text.

1. **What particular topics would you like her to focus on?** Click here to enter text.
2. **How many people are projected to be at the event (min-max)?** Click here to enter text.
3. **What is the nature of this event, e.g. women’s conference, parish mission, fundraiser?** Click here to enter text.
4. **Will there be a projector with PowerPoint capabilities?** Click here to enter text.
5. **If not within 3 hours driving distance of New Orleans, LA, what airport would Ms. Cleveland fly into, and what are your suggested arrival/departure dates and times?**Click here to enter text.
6. **How far is the venue from the airport?** Click here to enter text.
7. **If an overnight stay is required, what lodging do you have in mind?** Click here to enter text.
8. **What budget do you have to cover the honorarium and expenses?** Click here to enter text.
9. **How did you hear about Kitty Cleveland?** Click here to enter text.

**Schedule & Itinerary**

In the boxes below please detail schedule from arrival to departure. Please be as specific as possible about exact times from arrival to departure, including talk times, corresponding plans, event schedule times and start and stop times of presentation(s).

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| **Date** | **Start & End Time** | **Event Details ~ Location ~ Notes** |
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**Thank you! We will be in touch as soon as possible with Kitty’s availability.**