



KITTY CLEVELAND

EVENT REQUEST & ITINERARY FORM

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

- 1) Event Date(s): _____
- 2) Event Time(s): _____
- 3) Event Title: _____
- 4) Event Address: _____
- 5) Event Organizer Name: _____
Phone Number(s): _____
E-mail Address: _____
- 6) Event Assistant's Name: _____
Phone number(s): _____
Email Address: _____
- 7) How many presentations are you looking for Kitty to give, and for how long? _____

- 8) What particular topics would you like her to focus on? _____
- 9) How many people are projected to be at the event (min-max)? _____
- 10) What is the nature of this event, e.g. women's conference, parish mission, fundraiser? _____

- 11) Will there be a projector with PowerPoint capabilities? _____
- 12) If not within a 3-hour drive from New Orleans, what airport should Kitty fly into, and what are your suggested arrival/departure dates and times? _____
- 13) How far is the venue from the airport? _____
- 14) If an overnight stay is required, what lodging do you have in mind? _____
- 15) What budget do you have to cover the honorarium and expenses? _____
- 16) How did you hear about Kitty Cleveland? _____

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).

Date	Start & End Time	Event Details ~ Location ~ Notes

Thank you! We will be in touch as soon as possible with Kitty's availability.