# Kitchen Cameos Agenda

**Location**: Address or Room Number  
**Date**: Date  
**Time**: Time

1. Main contact names and numbers
2. Location
3. Service type (i.e. lunch, dinner, VIP event, etc.)
4. Time
5. Number of servings to be prepared
6. Name and number for the local Sodexo team who will collaborate with the Guest Chef
7. Any other details that will assist the Guest Chef in his/her preparation