

Event Planning Timeline

4-6 Weeks Prior to Event

- Send out Invitations

4 Weeks Prior to Event

- Finalize Competitor Line Up
- Contact Chef Ann Foundation for Real School Food Aprons, First Place Recipe Plate, and Whole Foods Market gift certificates

2 Weeks Prior to Event

- Have Conference Call with Chef Ann Foundation team to answer competitor questions.

2 Weeks Prior to Event

- Collect competitor recipe entries

1-2 Days Prior to Event

- Send out reminder emails to guests
- Print out recipe entries for display at event
- Print out judging scorecards for guests