Event Title: ……………………………………………………….. Event Date: …………………………………………..

1 Event Organiser Details: Organisation: …………………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Postal Address |  |
| Tel. No. |  |  |  |
| Mobile. No. |  |  |  |
| Email |  | Postcode |  |

Please give details of your event.

Is it: an awards dinner / annual conference / staff conference / other

 If ‘other’, please give details here: …………….………………………………………………………………….

If your Event has a theme, please give details here: .……………………………………………………..

 ……………………………………………………………………

How many delegates will be attending: ….…………………………………………………………………………….

2 Event Venue Details: (if different to above)

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Postal Address |  |
| Tel. No. |  |  |  |
| Email |  |  |  |
| Event Start Time |  | Postcode |  |
| Speaker Start Time: |  | Dress Code: |  |

Additional Information and requirements:

Equipment required by **Craig Collinson**:

* A projector & screen for an introductory slide that should remain visible throughout the Speaker Event
* Sound system with microphone (if applicable for the venue)
* A table to display books available for purchase / book signing following the presentation

Please provide a copy of the event programme / agenda prior to the Speaker Event

**Audio and visual recordings may not be used during the Speaker Event without prior permission of Craig Collinson.**

3 Invoice Details: (if different to above)

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Postal Address |  |
| Tel. No. |  |  |  |
| Email |  |  |  |
| Event Fee: |  | Postcode |  |

Travel arrangements will be made by our office. Costs will be charged to the invoice as follows:

Mileage at 45p per mile

Parking, Tolls, Air, Train or Taxi fares at cost

All fees are subject to VAT @ 20%

A comprehensive quote can be provided upon request.

Accommodation should be organised, and provided for, by the Event Organiser. Whenever possible it should be at, or as close to, the Event Venue as possible. Should you require our office to organise accommodation you advise our office immediately and any costs will be added to the invoice.

If a Purchase Order number is required in order to complete payment, please ensure this is provided to our office immediately.

**Please note: Full payment is due at least 7-days prior to the Speaker Event.**

Once our office has received your completed and signed booking form we will e-mail you to confirm the booking. Until that time your booking is provisional and the date(s) will only be held for 10 working days.

By signing this Speaker Event Agreement it constitutes the entire agreement to our Terms & Conditions by both parties.

On behalf of the Event Organiser:

Signature: ……………………………………..……………… Position: ………….……………………………….

Print Name: …………………………………………………….. Date: …………………………………………..

On behalf of Craig Collinson:

Signature: Position: Director

Print Name: PM Collinson Date:

**SPEAKER EVENT ORGANISER CHECKLIST**

For your convenience, this is a checklist of items that will need your attention to ensure a successful Speaker Event experience with **Craig Collinson**.

|  |  |  |
| --- | --- | --- |
|  | **Done** | **Notes** |
| Completed & returnedSpeaker Event Agreement |  |  |
| Accommodation organised1. if applicable;
2. please let our office know if you wish us to organise this; or
3. let our office know details of accommodation
 |  |  |
| Purchase Order No1. raised
2. forwarded
 |  |  |
| Event Programme forwarded |  |  |
| Projector & Screen available(if you are not able to provide this, please let our office know asap) |  |  |
| Sound system1. if applicable; &
2. if you are not able to provide this, please let our office know asap
 |  |  |
| Books table arranged |  |  |
| Ensure payment has been made7-days prior to Event |  |  |
| Pass contact telephone number to our office for ‘on the day’ |  |  |
| Re-confirm delegate numbers48-hrs prior to Event |  |  |
| Have you received our introduction slide? |  |  |

**TERMS AND CONDITIONS**

1. **Cancellation / Postponement**

If the Speaker Event is cancelled by the Organiser the following charges will be incurred:

Up to 8 weeks prior to course commencement date – 25% of total cost

Up to 4 weeks prior to course commencement date – 50% of total cost

Up to 2 weeks prior to course commencement date – 75% of total cost

Inside 7 days – 100% of total cost

If the Speaker Event is postponed within any of the above timescales and rescheduled within 3 calendar months, a one-off fee of £250 will apply.

Should the Speaker Event be cancelled or postponed, any expenses incurred by **Craig Collinson**, that cannot be refunded, will be invoiced to the client (e.g. travel tickets etc). This will also apply if the Speaker Event is re-scheduled in accordance with 1.2

In the event that **Craig Collinson** has to cancel the engagement, due to unforeseen circumstances, we have the right to find a suitable alternative.

1. **Payment**

An invoice will be raised and sent electronically to the e-mail address provided 28-days prior to the due date.

Payment should be received by **Craig Collinson** at least 7-days prior to the Speaker Event.

If an Event Organiser fails to make payment on the due date **Craig Collinson** reserves the right to: a) not attend the Speaker Event, and b) levy a late payment charge at 4% over Barclays Bank base lending rate. Charges to be calculated from the due date to the date the cleared funds are received by **Craig Collinson**.

1. **Confidentiality**

**Craig Collinson** will treat all information relating to the Event Organiser in the strictest confidence and will not divulge or share any information with any third party without the Organiser’s expressed written permission.

1. **Data Protection**

Unless you tell us otherwise, we will add your contact details to our confidential and secure customer database. We will never share your details with external agents.

We will add your details to our newsletter and send information on our other services from time to time. You will be able to ‘opt out’ at any time. If you do not wish to receive our newsletter and other information, please let our office know.

1. **Miscellaneous**

Craig Collinson’s Speaker Event will last 45-minutes unless otherwise agreed.

On occasion, **Craig Collinson** may wish to invite other interested parties to watch the Speaker Event, subject to advance notification from our office.

**Craig Collinson** reserves the right to sell books from a table following the event.

**Craig Collinson** reserves the right to request video testimonials from delegates following his Speaker Event.

**Craig Collinson** reserves the right to have photographs/video recordings taken for media & marketing purposes of the Speaker Event, subject to advance notification from our office.