

Speakers Agreement

Beth Jennings

Photographer | Author | Teacher

Considered as an industry expert, she has an active teaching presence. You will hear her on radio, view her blog, see her YouTube videos, see her on stage at photo conventions and camera clubs, and leading amateur photographers in photo outings.



www.bethjenningsphotography.com

LETTER OF ENGAGEMENT

Beth Jennings {Photographer | Author | Teacher} has been engaged by: ('client') to deliver a presentation under the terms and conditions listed within this agreement.

EVENT DETAILS

Contracting Organisation	
Event Name (if applicable)	
Date of Presentation	
Time of Presentation	
Event Venue	
Presentation Topic	
Presentation Timeframe	
Expected Number of Attendees	
Target Audience	
Event Objective	

EVENT REQUIREMENTS

The following audio visual/stage equipment, marketing and venue information is required to be provided at the expense of the client to ensure quality execution of the presentation and event.

Audio Visual	
Stage	
Marketing & Promotion – Client agrees to...	
Marketing &	

Promotion – Speaker agrees to...	
Venue Hire	
Catering Arrangements	
Seating Plan	

PRIVACY

All privacy and confidentiality requirements will be observed at all times. Neither the client nor the consultant shall disclose to third parties or use for any purpose, any information provided by the other unless:

- a) Required by law;
- b) The information is already generally known to the public, or
- c) The other consents of disclosure;

Presentation material remains the property of Beth Jennings and Beth Jennings Photography Pty Ltd. The only approved use of Beth Jennings' name, likeness, intellectual property (books) or images will be based upon information or images supplied and approved by Beth Jennings.

PROFESSIONAL FEE

The professional fee payable is detailed below and additional costs (if any) are outlined. All fees quoted are in Australian Dollars (AUD) inc. GST.

Professional Fee	\$
Book Inclusions	As agreed copies of: <i>Memories at your fingertips</i> <i>organise your digital photos like a pro.</i> These are included for your distribution and are valued at \$16.00 per book (wholesale price). RRP\$39.95 per book available for purchase on the day. A tax invoice on delivery.
Additional Expenses	
Program Extensions	
Program Extras	

Other	

PAYMENT TERMS

The client shall pay the Professional Fee as set out in this Letter of Engagement. To confirm this engagement, a non-refundable 50% deposit payment is required and our banking details are below:

Bank: Westpac

Account Name: Beth Jennings Photography Pty Ltd

BSB: 032 719

Account No: 423 035

Ref: *insert your company/organisation name*

The Balance of the Professional Fee is due 14 days prior to the date of the event. A Tax Invoice will be issued.

In the event of a cancellation 50% of the Professional Fee will be retained by Beth Jennings Photography Pty Ltd. Beth may suspend her obligations immediately by written notice if the client has failed to pay in accordance with this Letter of Engagement.

DOCUMENT ACCEPTANCE

I/We have read and understood this Letter of Engagement and agree to the conditions set out above.

Executed as an agreement.

Signed for:

Name: _____ Title: _____

Signature of Representative: _____ Date: ____ / ____ / ____

Witnessed by:

Name: _____ Title: _____

Signature of Witness: _____ Date: ____ / ____ / ____

**Beth Jennings for and on behalf of Beth Jennings Photography Pty Ltd
ABN 76 121 620 700**

Signature: _____ Date: ____ / ____ / ____