

“Speakers Büro is your local agency for NT based and nationally recognized speakers”

Speakers Büro by Agentur was created in 2014 to fulfil a need in the Northern Territory for quality guest and keynote speakers demanded by our conference and event clients. As a member of The Büro, we will seek to match your delivery and speaking content to those of our clients. We will also manage your fees, transfers, flights and itineraries. We invite you to be part of Speakers Büro and to work with the Agentur team – the leading Conference and Event Management Company in the Northern Territory.

How do I become a member of Speakers Büro ?

In 5 easy steps

- 1** Contact the Agentur team on britta@agentur.com.au or if we have worked with you before or seen you perform we may approach you
- 2** Complete the following agreement outlining your fees and agreeing to the terms and conditions set out by Speakers Büro
- 3** Complete your biography on the template provided including a profile photo of yourself
- 4** Return to Speakers Büro via suzie@treeti.com.au or britta@agentur.com.au
- 5** We will send you a confirmation and acknowledgement of your membership

The terms and conditions are set out between _____ (the speaker) and Speakers Büro (the agency)

Start date _____ end date _____.

- ❖ At the beginning of each financial year Speakers Büro will invite the speaker to continue their membership by way of email
- ❖ New members must complete a registration form, speakers profile and promotional requirements set out below
- ❖ Members must provide their availability to the Büro as soon as possible to maximize booking opportunities (including public and school holidays)
- ❖ Members are responsible for providing the Büro with their performance requirements including
 - Necessary instruments
 - Stage plans
 - Technical requirements and
 - Travel dates and times within 3 days of booking confirmation
- ❖ Call times: The speaker will be available (and report to Event Management) for call times as requested by the event manager – where appropriate for the client and the venue
- ❖ **Speaker Promotional Requirements**
The speaker agrees to provide the following to the agent in order to adequately promote the speaker through the Speakers Büro:
 - a. A current biography;
 - b. Current photographs of the speaker; and
 - c. CD's/DVD's as negotiated.
 - d. It is further agreed the speaker will wherever possible promote the Event to the best of their capabilities (where appropriate and respecting any confidentiality requirements on behalf of the clients)
 - e. Social media, website links, you tube links where appropriate
- ❖ **Speakers Büro will provide**
 - a. Sound and lighting equipment with operators;
 - b. Publicity/promotion of the event including in the following formats: print media; radio; posters/fliers; and TV (where possible and appropriate);
 - c. Security at the event (if required);
 - d. Feature the speaker on the Speakers Büro webpage
- ❖ Speakers Büro will collect 20% commission for each booking made on behalf of the speaker.
- ❖ The payment to the speaker constitutes the entire payment to the speaker including preparation costs, rehearsals, performance and press calls.
- ❖ Unless otherwise negotiated the client will be charged accordingly for flights and accommodation expenses in relation to the speaker on top of the negotiated appearance fee.
- ❖ Members (speaker) must have their own public liability insurance
- ❖ Speakers Büro promotes a smoke and drug free environment
- ❖ Speakers Büro will make payment to the speaker at the conclusion of the event

New member to complete

My appearance fee is _____ plus GST

Signed for and on behalf of

THE SPEAKER

Name _____

Title _____

Signature _____

Signed for and on behalf of

SPEAKERS BURO INC

Signature _____

Name _____

Title _____

- Signed T&C's
 - Completed member details form
 - Speaker profile completed
-

Office Use

- Forms received
- Details entered
- Membership confirmed and confirmation sent

Initial _____