

See : AGENCY

They picked you! Now what?



1 Firm Offer
When a firm offer, contract, or other form of date confirmation comes in, we send the Date Confirmation Email to the buyer,



2 Date Confirmation Email
This email houses all your speaking materials, payment information, point of contact for logistics, and contract information. Materials included in the confirmation email: Bio, Headshot, Topic Descriptions, Intro. AV requirements, Deposit and balance payable instructions, and W-9.



3 Final Calendar Check
This is the time to review your personal schedule to ensure no conflicting personal events occur or are scheduled for the (soon to be) confirmed date. Let Meta know if you have any special needs surrounding that date or details for the event itself that need to be a part of the contract.



4 Date Turns Green
While we send this email, we confirm the date in your eSpeakers calendar. This does not insure the date is confirmed. A signed contract and deposit mean the date is officially confirmed. This is simply the first step.



5 Contracts
For each direct engagement, we will generate a contract from our boilerplate agreement and send it to the client for signature. Janice is your point of contact for all contractual needs: 469.693.6903 janice@seeagency.com



6 Signatures and Deposit
Upon receipt of the signed agreement and deposit + flat travel fee for air and ground travel, the date is officially confirmed. The fully executed (FE) agreement will be uploaded into the library in eSpeakers and kept in our permanent files. The deposit and travel fee, less commissions, are held in escrow until the balance is received from the client.



7 Contract Review
For each bureau engagement, a contract will be sent to you for your approval. Please read the contract thoroughly and send it back to us as soon as possible so we can sign it on your behalf. The end client is waiting for the fully executed agreement before they can move forward with planning the event and promoting your participation in it.



8 Logistics
For each event, regardless of bureau or direct, there are several items on the list of to-dos. These are all located in eSpeakers on an Action List and have approximate due dates for completion by our team.