

Information for Event Managers



Welcome

1. The purpose of this document is to help you plan and contract with Sharlene Lynch to ensure that the process, communication lines and results are a success for all parties.
2. This document can be used for information purposes only and to help you in your decision making for engaging the services of Sharlene Lynch.
3. Please read this document, clicking on the links provide as required, and do not hesitate to contact Sharlene if you have any questions regarding booking her for your event.

Booking Process

1. Initial enquiries prior to booking can be made with Sharlene via the [contact form](#) on her [website](#), directly via [email](#), or over the telephone.
2. Please feel comfortable asking all relevant question sets to Sharlene, to ensure that she is the right person for your event. Please refer to [this link](#) on Sharlene's website to help you develop your questions for her.
3. As the Speaker, Sharlene will also have question sets to ensure that she is the right person for your event.
4. If both parties are in agreement regarding the suitability of Sharlene as the right person for the event, then you (as the client) or Sharlene (on your behalf) will fill out an [ONLINE booking form](#) to secure the time slot required.
5. A confirmation email will be sent to you along with the following attachments;
 - a) [Speaking Agreement](#) (Click to view example)
 - b) [Equipment, Audio & Visual Requirements](#) (Click to view example)
 - c) Biography, Introductions & Closing scripts

Speaking Fee and Expenses

1. The agreed Fee will be specified in the 'Speaking Agreement' and will be payable via Bank Deposit or Transfer, or via the PayPal link sent in the Booking confirmation email.
2. Deposit requirements, due dates, agreed terms regarding additional expenses and payment details will be specified in the 'Speaking Agreement'.

Information for Event Managers



Event Recordings

1. Requests by the client to record Sharlene are handled individually. Depending on the presentation, Sharlene may request that there is no recording by the audience.
2. By agreement with the client, Sharlene may record her presentations via the client's in house equipment or her own so to review for purposes of professional development.
3. By agreement with the client, Sharlene will engage with audience members post event and seek and record feedback and ensure that their expectations have been met.

Marketing and Products

1. By agreement with the client, Sharlene may take pictures of the event for marketing purposes and post on her website. Images taken are from the back of the room while Sharlene is presenting and close up of Sharlene on stage presenting.
2. By agreement with the client, and when relevant to the presentation, Sharlene may offer some supporting products and/or services at the end of her presentation or the Client may prefer to mention these in a manner and time suitable to the event.
3. Sharlene is very respectful of the client and audience and will only mention products and services available by agreement and with minimal fanfare so to not detract from the presentations' teachings and core messages maximizing the benefits for the audience.

Event Recommendations

1. First and foremost, please do not hesitate to ask any questions that you have about your upcoming event – Sharlene is always happy to chat with you and help in any way.
2. Let us know if you want 'teaser' content or images and logos sent to you prior to your event. This may help you generate the interest and participation levels you require.
3. Please ensure all agreed Audio-Visual equipment is set up at least 30 minutes prior to start time of the event, and that it's double checked on the day to be in working order.

Contact Information

Name:	<u>Sharlene Ruth Lynch</u>	Website:	<u>http://www.sharlenelynch.com</u>
Email:	<u>contact@sharlenelynch.com</u>	Facebook:	<u>https://www.facebook.com/Sharlenespeaker</u>
Telephone:	<u>+61411146248</u>	LinkedIn:	<u>https://au.linkedin.com/in/sharlene-lynch-73a50a72</u>