



Presenter Information Request Form and Agreement

This presenter agreement, is made on the date which you sign it, between The Cooks Workshop 8/276-278 New Line Rd, Dural NSW 2158 – ABN: 31601400524 and:

DATE:

Name of Company/Business ABN:

Name of Business/Company and ABN

<i>What is your phone number?</i>	Mobile: <input type="text"/>	City <input type="text"/>
<i>What is your address? (if required)</i>	Address: <input type="text"/>	Postcode <input type="text"/>
	State: <input type="text"/>	
<i>What is your availability to present?</i>	Available Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday	Available Times (list AM and PM availability p/day) <input type="text"/> Mon <input type="text"/> Tue <input type="text"/> Wed <input type="text"/> Thu <input type="text"/> Fri <input type="text"/> Sat <input type="text"/> Sun
<i>What is the presenter's name/s</i>	<input type="text"/>	<input type="text"/>
<i>Please provide your qualifications</i>	<input type="text"/>	<input type="text"/>
<i>Please provide the name of the workshop/s you're presenting at</i>	Workshop Name/s <input type="text"/>	Workshop Name/s <input type="text"/>
<i>Please provide the name of the workshop/s you're presenting at</i>	Workshop Name/s <input type="text"/>	Workshop Name/s <input type="text"/>



Please provide the name of the workshop/s you're presenting at	Workshop Name/s <input type="text"/>		Workshop Name/s <input type="text"/>	
<p>I am aware and agree to provide The Cooks Workshop with the following listed items, within X days of signing this agreement.</p> <p>By ticking the boxes in the corresponding checklist I am agreeing to provide the listed item/s and will adhere to the terms.</p>	<p>(Use this as a checklist to ensure all required information is captured) Please forward via email to: hello@thecooksworkshop.com.au</p>		I will provide class descriptions and photographs where possible (required)	I am happy to provide my bio and a headshot for the website (optional)
	Any cancellation of booked presentations must be provided by either party, no later than 3 days prior to the event, in writing. (required)	I agree to promote the classes on my own marketing and social media platforms. (required)	I acknowledge I must prepare my menu with a maximum food value of \$30 p/head or as agreed (required)	I am happy to have my recipes shared on social media (optional)
	I agree to have photos taken during the presentation. These photographs can be used for ongoing digital and physical publications for The Cooks Workshop. (required)		I need to provide recipes to The Cooks Workshop no less than 14 days prior to the workshop (required)	I would be interested in being a guest blogger for your site, or a blog share option? (optional)

Once the above form is completed and emailed to Jennie Thompson at: hello@thecooksworkshop.com.au The information will be recorded and a representative from The Cooks Kitchen may be in touch if any questions or further information is required. When all the details are confirmed by both parties. The Cooks Kitchen will forward this document via HelloSign for signing. This agreement is governed by the law of New South Wales and the Commonwealth of Australia,

If you have any questions or if there is anything in this agreement that you are not happy with, please do not hesitate to contact me so we can discuss your concerns. Otherwise, please enter into the contract by signing below.

I have read and understood the terms of this agreement, and am willing to be legally bound by it.

Signed: _____ Signed: _____
 Name: Jennie Thompson (The Cooks Workshop) Name: _____
 Date: _____ Date: _____