

Melissa C. Griffiths – ABN: 45 475 197 219

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BOOKING INFORMATION

When booking me for your event please advise of the following:

- Event type i.e. conference/work event
- If require me as either:
 - Emcee
 - Guest or keynote speaker
 - Panelist for panel discussion/Q & A Session
- Date and time of event
- Venue location
- Audience demographics i.e. Corporate HR staff or all corporate management or teaching staff at a TAFE
- If microphone is available
- Room size
- Names of speaker(s)/panelists if emcee
- Any other special considerations need to know or understand

Payment information required and conditions:

- 10% deposit required where able to do so
- Contact person and details for Payer i.e. conference organiser/company or company engaging me as emcee/panelist/speaker
- If you only require tax invoice or contract to sign as well
- Payer name with payer ABN and address details
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- Advise me if you have any vendor form that requires filling out and provide form to me before event
- Advise me if you require my bank details on letterhead or not
- Advise me if you have any third party company like EFTsure that you use to verify my bank details
- Proof of my professional indemnity insurance and public liability insurance