

## For virtual events:

- ✓ A week before the event, Sophia should receive a comprehensive event overview along with the relevant meeting link.
- ✓ Her presentation is supported by top-notch audio and visual equipment. In case there's a sound coordinator, she would appreciate conducting a sound check ten minutes before her speech.
- ✓ Sophia would appreciate receiving a copy of the recording or link to the live stream if available subsequent to her presentation.
- ✓ The client possesses the authority to replay and distribute any live-streamed recordings to registered participants. Nevertheless, reselling or redistributing the content to others requires the written consent of Sophia Rae.
- ✓ The client is not authorized to upload the complete presentation on social media. However, they may use brief clips as promotional material.

## For in person events:

- ✓ Sophia requests an overview of the presentation space, including information on available audio and visual equipment.
- ✓ To ensure that everyone benefits from Sophia's presentation, it is the client's responsibility to minimize any potential distractions during the event.
- ✓ Sophia would appreciate it if her presentation slides are not shared with others without her consent if she provides them in advance of the event date.

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## Client agreement:

Signature:

Phone number:

Email: