

Consultant and Technical Check Description and Agreement

Collins Virtual

05.16.2022

1. Event Description

1. Type:

- ☐ Virtual
- ☐ In- Person
- ☐ Hybrid (mix of virtual and in-person)

2. Format:

- ☐ Meeting
- ☐ Panel
- ☐ Webinar
- ☐ Event
- ☐ Interview
- ☐ Film screen
- ☐ Other: _____

3. Presentation style:

- ☐ LIVE
- ☐ Recorded for later playback

4. Your role:

- ☐ Host
- ☐ Guest speaker
- ☐ Panel member

5. Additional Services Information Request:

- ☐ Organizational support
- ☐ Producer support
- ☐ Technical supervising
- ☐ Multi-media production
- ☐ First time event
- ☐ Support for transforming previous in-person event to virtual event

2. Agreement

1. All consulting services, technical checks, support, and Q & A sessions are scheduled on a first come basis and subject to availability.
2. Collins Virtual offers consultant and technical check services are customized for each client based on client needs. Specific services may vary.
3. Client understands that the tech check is for information and training purposes only. Client is under no obligation to accept advice offered by a representative of Collins Virtual.
4. Client understands that the quality of the video and audio can change without warning due to many factors including: the number of other devices connected to local network; speed and quality of modem, router and Wi-Fi; malware on the primary computer; network traffic on internet lines; and the type of connection from the ISP (Internet Service Provider).
5. Client understand that Collins Virtual cannot guarantee that the performance results of the technical check will match the performance results of the actual event due to the factors listed above in item #4.
6. Client agrees to indemnify, defend, and hold harmless producer and its officers, employees, agents, and licensees from, and against, any and all claims, actions, damages, liabilities and expenses, arising out of the breach of any obligation, warranty or representation of client in this agreement.

Client Name (Print) _____

Client Signature _____ Date _____