

# **The Podcast Evolution Agency**

## **Terms & Conditions**

### **Agreement:**

- **Agency:** Podcast Evolution is an entity, including its entire staff and stakeholders, carrying out services through **podcast-evolution.com**
- **Guest:** The Guest is defined as the client of the Agent, who is an expert in his/her relevant field and is using the Agency services to get interview bookings on various podcast shows.
- **Host:** For the purposes of this agreement, the Host is considered to be anyone liaising with either the Agent or the Guest on behalf of their podcast show.
- **Confirmed Booking:** A Confirmed Booking comes into existence when both the Guest and the Host have agreed (in writing or verbally) to a date and time for a podcast interview to take place. Furthermore, this only applies if and when it is as a result of the Agency services.
- **Booking Fee:** An amount \$200 (USD) per Confirmed Booking or (if applicable) a payment arrangement as agreed upon in writing by both the Agent and the Guest.

### **Responsibilities:**

#### **1. The Agent's Responsibility** - The Agent is responsible for:

- a.) Reaching out to Hosts on behalf of our clients (Guest) with an application form including but not limited to professional marketing material with the format and information of the content being approved by the Guest beforehand. Each reach out mail and application form is personalized to highlight our client experience and expertise in the best possible way to increase the chances of a Potential Confirmed Booking.
- b.) Providing the Guest with a list of Confirmed Bookings for their records.

c.) Providing the Guest with one free Confirmed Booking, where no Booking Fee will apply. The Agent also does not hold the Guest liable for any further responsibility towards the Agent after one free Confirmed Booking has been completed.

d.) Sending monthly invoices to the Guest on the 25th of the relevant month, Containing the correct due amount, according to the number of Confirmed Bookings within that month and the Booking Fee.

2. **Guest Responsibility** - The Guest responsibilities are as follows:

a.) Responding to messages from the Agent in a timely manner and providing Information required from the Agent in order to fulfil their responsibility.

b.) Accepting or declining potential interviews presented to the Guest by the Agent.

c.) Completing any procedures required by the Host that cannot be completed by the Agent, including but not limited to submitting personal information, signing waivers, and any other procedures that cannot be completed by the Agent in order to complete a Confirmed Booking.

d.) Completing the podcast interview with the Host as per the Confirmed Booking.

e.) Notifying the Agent immediately after the first free Confirmed Booking, whether they would like the Agent to cease providing their services to the Guest. If the Guest does not notify the Agent of this, the Guest will be liable to pay for any Confirmed Bookings thereafter.

f.) Paying the Booking Fee/s as invoiced by the Agent, no later than 5 working Days after the invoice have been sent to the Guest by the Agent.

g.) Notifying the Agent when the interview (as per Confirmed Booking) has been successfully completed.

## **Cancellation Policy**

● **By the Host:** In the event of the Host cancelling the interview, the Agent will liaise with the Host to attempt to reschedule the interview for a different date/time. If rescheduling the interview cannot be performed, the Booking Confirmation will be null and void and no payment will be due. If the Confirmed Booking was already invoiced and paid, a Booking Fee credit will be issued to the Guest and the amount will be deducted from the next invoice.

● **By the Guest:** In the event of the Guest cancelling the interview after a Confirmed Booking has come into existence, the Guest will still be held liable to pay the Agent for the Confirmed Booking. The Agent will assist in rescheduling the booking but will not be held liable if another booking cannot be confirmed.