

Thank you for agreeing to work with this year's National Youth Week Launch! This event is a partnership between the Brisbane City Council, the Queensland Office for Youth and the beyondblue initiative.

Please find attached to this email the following documents:

- Event Information,
- Booking contract,
- Getting Paid information sheet,
- Quote template & Example Quote,
- Invoice template & Example Quote,
- National Youth Week Agreement,
- Media Plan for Artists,
- Media Consent & Release &,
- Request for Information form.

To confirm your involvement in the event, we will require a signed National Youth Week Agreement, Booking Contract, completed quote and Request for Information form, returned to us no later than Wednesday 23rd March. Sooner rather than later would be better, so we can arrange getting information about your involvement in the event out to as many people and places as possible for the most time we can manage. On the day we will require a signed copy of the Media Consent & Release for you acts, so we can document the event for posterity's sake.

We have National Youth Week posters to distribute to all artists involved, and the Event Management Team would like to offer any assistance they can offer to assist you in marketing your involvement with the event.

We will be finalizing the programming of our spaces by Friday 25th of March and sending out a complete lineup, times and any final updates over the weekend of the 26th & 27th March.

In return for offering your much-appreciated services with this year's event, we would like to offer you;

- There will be event photographers documenting the day. Digital copies of the documentation will be made available to you upon request.
- Access to the event green room – located in Brisbane Square – where catering and water will be available &,
- Our undying gratitude.

We're looking forward to this event; it is going to be a blast. If you have any questions, queries or thoughts, please do not hesitate to contact us at the below details.

Warm Regards