

VISITING AUTHOR CONTRACT

Please **mail this ASAP** to: Brad Herzog (831 Spruce Ave... Pacific Grove, CA 93950)

This letter of (today's date) _____ is to confirm **Brad Herzog's visit** to (school) _____ on ____/____/____ at a fee of:

\$ _____ for a full-day visit
\$ _____ for a half-day visit
\$ _____ for an evening presentation

By signing this contract, the school agrees to:

1. List the author visit on the **school calendar** .
2. Send a letter to **parents** explaining the upcoming visit along with a **book order form**.
3. **Contact Brad to order books for the school library** and display them well in advance of his visit (Brad will be bringing an autographed poster).
4. **Prime the students** and teachers for the visit by sharing Brad's biographical information with them, discussing his books in class, preparing possible questions for him, considering related art and writing projects and suggesting that students and teachers visit www.bradherzog.com.
5. E-mail (brad@bradherzog.com) a **proposed schedule** four weeks prior to visit.
6. Have a book sale utilizing Brad's book order form (please send it home with the **students and faculty** at least four weeks before Brad's visit).
7. **At least ten days prior to his visit, send Brad a packet containing book order forms and payments** so that he may arrive with personalized and autographed books for all students, parents and/or teachers who choose to purchase them.
8. Contact any **local media** outlets that may want to cover the event.
9. Provide Brad with a couple of long tables on which to display his books in the presentation room (including several book stands if possible), a microphone (hands-free if available) and a couple bottles of water.
10. **Provide lunch** – either in the teacher's lounge or a nearby restaurant.
11. Be vigilant about the students' behavior during presentations.
12. Pay the agreed upon honorarium **on the day of the visit** , as well as **travel expenses** amounting to a total of \$ _____.

If weather or illness causes a cancellation, the visit will be rescheduled as soon as it is most convenient for both parties. If the visit has to be canceled by the school for any reason other than the weather, the school will pay for any lost travel expenses and will pay one-third of the honorarium if the visit is not rescheduled within a year.

Contact name: _____
Tel # and e-mail: _____
School phone #: _____

Principal's name and signature: _____