

VISITING AUTHOR CONTRACT

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

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

\$ _____ for a half-day visit

\$ _____ for a full-day visit

\$ _____ for a 1 ½-day program

\$ _____ for an evening presentation

\$ _____ for travel expenses (agreed upon with the author)

Total fee: \$ _____

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 with an **invitation to order books** (discuss the process with the author).
3. **Order books for the school library** and display them well in advance of his visit (Posters are available from Sleeping Bear Press).
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/or suggesting that students and teachers visit www.bradherzog.com.
5. E-mail (brad@bradherzog.com) a **proposed schedule** as soon as possible.
6. Contact any **local media** outlets that may want to cover the event.
7. Provide Brad with a projector and screen for his **PC PowerPoint presentation**, a hand-held microphone and a bottle of water.
8. **Provide lunch** – either in the teacher's lounge or at a nearby restaurant.
9. Be vigilant about the students' behavior during presentations.
10. Pay the agreed upon total fee (above) **on the day of the visit**, as well as **travel expenses**.

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 fee if the visit cannot be rescheduled within a year.

Contact's name: _____

Contact's phone # _____ School phone # _____

Contact's e-mail: _____

Principal's name and signature: _____