

BRAD HERZOG

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 2-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. **Order books for the school library** and display them well in advance of Brad's visit (Posters will be sent by the author).
2. E-mail (brad@bradherzog.com) a **proposed schedule** at least a month in advance of the visit.
3. **Prime the students** and teachers for the visit. See ideas for "creating buzz" at www.bradherzog.com/programs.
4. Have a letter and **book order form** prepared to send home with the students immediately following the visit. (Book order form can be downloaded at www.bradherzog.com under "School Visits.")
5. Provide Brad with a **projector and screen** for his PC PowerPoint presentation, a microphone and a bottle of water.
6. **Provide lunch** – either in the teacher's lounge or at a nearby restaurant.
7. Be vigilant about the students' behavior during presentations.
8. 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 name: _____

Tel # and e-mail: _____

School phone #: _____

School Representative's name and signature: _____