

AUTHOR VISIT CONTRACT

Michelle Houts

This contract outlines the mutual responsibilities for an Author's Visit by Michelle Houts to

_____ on _____
(school) (date)

The Author's Responsibility

Michelle Houts will provide informative, engaging and entertaining presentations created for the age/grade level of the students. She will talk about writing – her own and the students' as well. She will talk about where writers get ideas and how books become books – up to 4 presentations per day.

She agrees to provide biographical materials and a sample book sale flyer.

She will sign and personalize her books.

She will provide a detailed invoice and vendor information to the school upon request.

The School's Responsibility

The school will provide AV equipment for a Power Point slide presentation.

The school will reimburse for airfare or for mileage (____ miles @ ____/mile).

The school will pay for or reimburse for one night's hotel lodging prior to the visit.

The school will pay the speaker's fee of \$_____ per day at the completion of the visit.

The school will provide lunch on a full day visit (a school lunch is fine!)

The school will prepare students by talking about the author, reading her books or parts of her books, and generally spread enthusiasm for the visit.

The school staff will attend the presentation to provide support to students who need it.

The school will provide the author with an itinerary of her day at least one month prior to the visit, including times and grade levels for each presentation.

Book Sale: No school is required to offer books for sale, but students and parents typically enjoy the opportunity to get a book signed by the author on the day of the visit. Please see attached details regarding book sale options.

If an emergency, illness, or weather prevents the visit, both parties will make every effort to reschedule on a future date. If the visit does not occur because Michelle has to cancel, the school will not be charged and will be rescheduled. If the visit is cancelled by the school for any reason other than weather, the school will reimburse for travel expenses incurred prior to a cancellation. If the visit is not rescheduled within a year, the school will pay one third of the speaker's fee.

We agree to the terms set forth in this contract.

AUTHOR: _____ DATE: _____

DISTRICT REP: _____ DATE: _____

SCHOOL ADDRESS: _____

SCHOOL PHONE: _____

Please sign and return one copy of this contract and keep the other for your records.

No act of kindness, no matter how small, is ever wasted. ~ Aesop

Book Sale Options

Option One: A local partnership

Does your town have a local bookstore? If so, they may be more than happy to handle book sales for the author visit. They will set the price, order books, and deliver them to the school prior to the visit. You'll communicate with them. Ask if they would like to use Michelle's pre-made order form.

Option Two: You can do it and make money!

If the school has someone who has time to order books directly from the publishers (there are several), your school can get a significant discount. You set the price and collect the orders and money. All proceeds are yours. Michelle can help you buy providing a pre-made order form. Be sure to tell the publishers the books are for an author visit for the biggest discount.

Option Three: Michelle partners with an Ohio bookseller.

She can provide you with an order form and prices. You collect orders and money and she'll bring the books along on the day of the visit. This option is only available when Michelle is driving to your school.