

VISITING AUTHOR CONTRACT / BOOKING FORM

Please email lorahyler@gmail.com to work out customized details, ask questions, set honorarium and/or travel amounts, and pre-book your date(s). To confirm the visit, complete and scan/email this form to lorahyler@gmail.com or mail to: Lora Hyler, 2185 West Brantwood Avenue, Glendale, WI 53209.

This letter of (date) _____ is to confirm Lora Hyler's visit to (location) _____ on (dates) _____ at a fee of \$ _____ plus coverage or reimbursement for the following travel, mileage, or accommodation expenses:

Please list the event description details, intended audience/age description, number of presentations, travel arrangements (if applicable) and other special details/expectations of the presentation. Include where the presentation(s) will take place (auditorium, classroom, etc.)

By signing this contract, the school or hosting organization agrees to:

1. List the author visit on the school/organization calendar and/or website.
2. Send a note to parents/members about the upcoming visit with an invitation to purchase books (discuss the process with the author and/or local bookseller partner - more info will be given after booking).
3. Display posters in advance of the visit (you can use the template in the school visit packet).
4. Prepare the students/teachers/attendees for the visit by sharing Lora's biographical information, discussing the book in class, preparing possible questions for her, considering related art and writing projects and/or suggesting that students and teachers visit Lorahylerauthor.com before the visit.
5. E-mail lorahyler@gmail.com a proposed schedule/itinerary for the visit as soon as possible.
6. Provide speaker with a projector, screen, small display table, sound hookup for PowerPoint or Keynote presentation, and a handheld or cordless microphone.

7. Provide a lunch/meal for any full-day visit. School lunch or dining with faculty/students is fine.
8. Help on the day of the visit by being vigilant about the students' behavior during presentations.
9. Assign someone attending to take photographs and provide media releases, if asked.
10. Be prepared to pay the agreed upon total fee (above) on the day of the visit, as well as travel expenses or reimbursement.
11. If bad weather or illness causes a cancellation, notify the author as soon as possible to reschedule the visit at a time convenient for both parties. If the visit has to be canceled by the school for any reason other than 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. If the cancellation is due to the author's schedule, any deposit will be promptly refunded.

Contact's name: _____ Contact's phone # _____

School/Org. phone # _____

School/Org. Address: _____

Contact's e-mail: _____

Principal's/Executive's Name: _____

Signature: _____

PREPARING FOR YOUR VISIT

If you haven't already done so, complete and return the Author Contract/Booking Form or supply your own standard contract as soon as possible. Your event is not officially booked and dates not guaranteed until you do so. The form can be found in the school visit packet.

Any paperwork (W-9s, invoice requests, or background checks) should be sent three weeks in advance, and send clear instructions for airport pickup, or for parking and entering the building.

If students and families are able to order books before the visit, the author will sign them on the day of the visit.

A book order form that can be duplicated and sent to each household is provided in the packet. A school representative should compile book orders.

Call your distributor or the publisher directly to obtain pricing quotes and place orders at least two weeks in advance (you will get a discount for bulk orders).