

SHARON BURCH AUTHOR VISIT CONTRACT

Thank you for booking a school visit!

Please verify and complete the following information, sign, and send this form back to me via one of the following methods:

- **SHARON BURCH, 16613 195TH AVENUE, MYSTIC, IA 52574**
- Send a PDF via email to **Sharon@FreddieTheFrogBooks.com**
- FAX to **641-856-6046**

SCHOOL NAME: _____ DATE OF VISIT: _____

TOTAL VISIT START TIME: _____ TOTAL VISIT END TIME: _____

GRADE LEVELS: _____ START TIME: _____ END TIME: _____

GRADE LEVELS: _____ START TIME: _____ END TIME: _____

GRADE LEVELS: _____ START TIME: _____ END TIME: _____

GRADE LEVELS: _____ START TIME: _____ END TIME: _____

SCHOOL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SCHOOL TELEPHONE: _____ SCHOOL FAX: _____

TEACHER'S/ORGANIZER'S NAME(S): _____

TYPE OF EVENT: Author Visit – Book reading, music, coloring pages, meet and greet with students.

PLEASE HAVE AVAILABLE:

- Screen available for a powerpoint presentation
- Sound system for an iPad connection to amplify sound
- Microphone available in a large room setting.
- Coloring pages wth parent note on the back side for every student to take home on the day of the visit. (Master provided by Author.)
- Transportation, water, and lunch as needed.

THE AUTHOR WILL PROVIDE: Coloring page and parent letter master for the students, Power Point presentation on laptop and iPad.

EVENT HONORARIUM _____

Check made payable to: **Mystic Publishing, Inc. Fed ID #35-2288027**

SCHOOL CONTACT PERSON: _____ TITLE: _____

WORK PHONE: _____ CELL PHONE: _____

EMAIL: _____

BOOK SALES INFORMATION

Author will provide a template or flyer for school to use for handling book sales. Samples are available at www.SharonBurch.com. Author will personalize each schools forms with dates and information needed.

Book orders must be submitted to author at the above address or email by the following deadline in order to have them available at the event: _____

If child's name is provided on the order form, Author will sign the book, inscribed to the child.

Signed: _____ Date: _____

School Representative Sign and Date Below:

Signed: _____ Date: _____

TIPS for a Successful Classroom Visit

Book Sales Coordinator: It is very helpful for the book sales if one person from the school or PTO is in charge.

- This person collects book orders and money, tallies up the pre-orders and sends them in to the author by the deadline.
- Books will be sent directly to the school.
- On the day of the visit, the coordinator has the books ready for the author to sign along with the recipients' names for book personalization.
- The coordinator distributes the signed books to the classrooms.

Adult Watchers: Teachers and parents are welcome to watch the presentation and assist the author by helping to ensure that students are respectful and not disruptive during visits.

Scheduling Time: I recommend about 45 minutes for each session.

Session Location:

I recommend that all the visits be located at the school's library, large music room, or auditorium. The location that is easiest to project on a screen or white wall and has a sound system in place. The students and teachers travel to the location while the author stays in one place. This way, the author can sign books during the traveling time between visits and it eliminates setting up and disassembling technology between sessions.