

VISITING AUTHOR CONTRACT/BOOKING FORM

Please email karliemlucas@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 karliemlucas@gmail.com or mail to: Karlie Lucas, 3653 Timberglen Rd #321, Dallas, TX 75287-3566.**

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

Requested program(s):

- Self-Esteem with Bob the Dinosaur (PrK-4)
- Accepting Others, a Lesson with Bob the Dinosaur (PreK-4)
- Creating and Developing a Character (4-12)
- World Building (4-12)
- The World of Book Publishing (4-12)
- Book reading (PreK-3)
- Author Q & A (1-12)
- Book discussions with the author (1-12)

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. Provide any necessary school/district paperwork at least eight weeks in advance of visit (or as soon as possible)
3. 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 in the packet)
4. Display posters in advance of the visit (you can use templates in the packet or ask us to send one).
5. Prime the students/teachers/attendees for the visit by sharing Karlie's biographical information with them. Suggest students and teachers visit www.karlielucas.com
6. E-mail karliemlucas@gmail.com a proposed schedule/itinerary for the visit as soon as possible.
7. Contact any local media outlets that may want to cover the event. Invite the public if you plan on having an evening event for adults or local families.
8. Provide speaker with a projector, screen, small display table, sound hookup for PowerPoint presentation, and a handheld or cordless microphone for any settings larger than a classroom).
9. Provide a lunch/meal for any half- or full-day visit. School lunch or dining with faculty/students is fine.
10. Assign someone attending to take photographs and provide media releases if asked.
11. Pay the agreed upon total fee (above) on the day of the visit, as well as travel expenses or reimbursements.

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 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. Karlie will gladly give a refund of any deposit in the case that they are the party who has to cancel and cannot reschedule.

Contact's name: _____ Contact's phone #: _____
School/Org. phone #: _____ School/Org Address: _____
contact's e-mail: _____
Principal's/ Executive's Name: _____ Signature: _____