Author Visit Contract

This contract outlines the mutual responsibilities for a visit by author/illustrator Corinna Luyken to:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

  (school) (date)

**The Author’s Responsibility:**

\* Corinna will present up to 4 presentations per day (ranging from 30 to 60 min depending on age) created for the age/grade level of the students, in which she will talk about the creative process and the craft of writing and illustrating picture books.

\* Corinna agrees to provide biographical materials which the school may use in a press release or school newsletter, and a sample book sale flyer.

\* Corinna will sign books for students personally if the schedule allows. If not, she will pre-sign books either at the beginning or end of the school day. Please have the personalization on a post-it in each book.

\* Corinna will provide a detailed invoice and vendor information to the school upon request.

**The School’s Responsibility:**

\* The school will prepare students for the visit by talking about the author, reading her books, and generally creating enthusiasm for the visit (this could also include students creating art inspired by her books before the school visit)

\* The school will provide AV equipment for a Power Point slide presentation including:

- a laptop with access to either google classroom or the ability to run a power point presentation from a USB thumb drive (with a second USB outlet available for a clicker/pointer

- a screen

- a projector

- a microphone for larger assemblies.

\* The school will pay the speaker’s fee of $2000 per day (less any discount for book sales, grouped school visits, or partial day rate) ***on the day of the visit.***

\* The school will either reimburse for airfare or mileage, or pay a flat travel fee.

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

\* The school will provide lunch on a full day school 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 two weeks prior to her 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 the attached page for details regarding book sale options and refer to author’s website for current school visit pricing information that offers a discount for providing books for sale.

***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 Corinna 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 uncured 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.

Corinna Luyken

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Olympia, WA 98506

[www.corinnaluyken.com](http://www.corinnaluyken.com)

[corinna@corinnaluyken.com](mailto:corinna@corinnaluyken.com)

c. 360-591-1291

Book Sale Options:

**Option One: A local partnership**

Does your town have a local bookstore? If so, they will probably be 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 or adapt from Corinna’s pre-made order form.

**Option Two: You can do it** If the school has someone who has time to order books directly from the publishers (there are multiple), your school can get a significant discount. You set the price and collect the orders and money. All proceeds are yours. Corinna can help you by providing a pre-made order form. Be sure to allow plenty of time for orders to ship and tell the publishers the books are for an author visit for the largest discount.

**Option Three: Corinna partners with a WA State bookseller.**  Corinna’s local bookstore will 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 Corinna is driving to your school and you do *not* have a local bookstore within a reasonable distance. This option also requires that you have time in the morning to pair the books with order forms and have everything organized and ready to sign by the end of Corinna’s last presentation.