



## AUTHOR APPEARANCE CONFIRMATION

Thank you for inviting me to your school. I look forward to spending time with your teachers and students, and to sharing information about books and writing. This confirms the details of our agreement:

### SCHOOL CONTACT:

School Name/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### PROGRAM SUMMARY:

Linda will give up to 4 presentations of 30-45 minutes in length, adapted to age of audience. Using a computer slide show, Linda will discuss writing and the publication process, from the initial idea to the final published book, leaving time at the end for audience questions. She also will have one autographing session to sign pre-purchased books.

### DETAILS OF VISIT:

- Date of Visit: \_\_\_\_\_
- Start time of first program: \_\_\_\_\_
- End time of last program: \_\_\_\_\_
- Number of presentations (up to 4, plus one autograph session): \_\_\_\_\_
- Audience size and grade levels for each program:
  - (1) \_\_\_\_\_
  - (2) \_\_\_\_\_
  - (3) \_\_\_\_\_
  - (4) \_\_\_\_\_

*Please allow 30 minutes for set-up and at least 10 minutes between presentations.*

**HONORARIUM** (due on day of visit):

### EQUIPMENT REQUIREMENTS:

School will provide an LCD projector (for use with Linda's MacBook Pro 'Keynote' program), a screen, a table or podium for the laptop, and—if the size of the group and room necessitates—a microphone (preferably clip-on).

### BOOK SALES:

School will arrange for pre-sale of books through a local bookseller. Linda will provide a sample order form of books in print, and will sign books on the day of the visit.

### Agreed to by:

Author \_\_\_\_\_ Date: \_\_\_\_\_

School Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**Please complete and sign two copies. I will return one signed copy for your records.**