**Jodi McKay**

Children’s Book Author

**School Visit Contract**

Thank you so much for scheduling a school visit. I look forward to meeting your students and sharing the wonders of writing with them!

Please complete the following information and return by email: Jodi@JodiMcKayBooks.com, or by mail: 21 Beacon Hill Rd, Grosse Pointe Farms, MI 48236.

School/organization name:

Address:

City and Zip Code:

Date of visit:

Contact name:

Contact work phone:
Contact e-mail address:

Number of presentations:

Additional classroom workshop: Y / N How many workshops:

Fee for presentations: $

Fee for workshop(s): $

Travel expenses: $ (Agreed upon with author)

Total: $

Prior to my visit, please:

1. My school visits tend to work out best when the children are familiar with my books. Please prepare your students by reading them, WHERE ARE THE WORDS? and/or PENCIL’S PERFECT PICTURE. I will make time for Q&A so you may also want them to come up with questions in advance.
2. I will bring my own laptop, but I will need a projector to display my power point presentation.
3. Please assign a staff person to greet, orient, and assist me during the visit.
4. Payment is due in full on the day of the event. Please make checks out to, Jodi McKay.
5. My main goal as an author is to promote reading and I have found that sending a child home with a signed book is a great way to do that. For book sales, I am happy to put you in touch you a customer service representative at Albert Whitman & CO. or with an independent bookseller. We will need three weeks in advance of the event to order the books and have them delivered. An order form will be made available for the students.
6. Please allow time for book signing.
7. Give a month’s notice for changes of date or time of the event. If a last minute weather or illness causes a cancellation, the visit will be rescheduled as soon as possible.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**

**School representative**

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Jodi McKay