



Show Date:

Show Time:

School Name:

School Address:

Contact Name:

Title:

Grades:

Student Count:

Parking Instructions:

Contact phone number:

Program Option:

E-mail:

### I agree to:

- Speak at your school on the date and time entered above.
- Provide an informational letter, for schools to send home, informing students, parents, and guardians, of the visit and the book signing/sale.
- Provide promotional material for schools to advertise the visit.
- Host a book signing after the presentation.
- Leave form and information about the details of the post-visit-book-sale.
- Reserve the right to reschedule the show due to performer illness or other extenuating circumstances. In the unlikely event of a change the show will be moved to a mutually agreeable time.
- Collect late payments from post show orders **10-days** after the visit.

### Your school agrees to (Initial):

- Send home the family letter at least **7-days** prior to the presentation. \_\_\_\_\_
- Host a **Post-Visit Book Sale** allowing students to purchase books for a minimum of **5-school days** (and up to **10-School days**) after the visit. \_\_\_\_\_
- Post promotional material and advertise the visit to students and family, up to **two-weeks** prior to the visit. \_\_\_\_\_
- Provide payment for Post Visit Book Sale no more than **10-school days** after the visit. \_\_\_\_\_
- **Contact us immediately** if you find it necessary to make any changes to your show time. If your school cancels within **14-days** of the scheduled show date for any reason other than unforeseen situations, i.e., inclement weather or school closures, you agree to pay a \$200 cancellation fee. \_\_\_\_\_

## Set Requirements:

- Be available 45 mins prior to presentation to speak with John about set up, presentation flow, and book signing details.
- Provide one 6-foot table and one chair for the signing.

CONFIRM YOUR IN-PERSON OR VIRTUAL SHOW DATE

\_\_\_\_\_  
School Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

I am looking forward to visiting your school!

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