

AUTHOR/ILLUSTRATOR VISIT CONTRACT

Thank you so much for scheduling a school visit! Author Karla Oceanak and illustrator Kendra Spanjer, creators of the Aldo Zelnick comic novel series, love to talk to kids about the joys (and importance!) of reading, writing, and creating.

Please complete the following information and return this form by fax (970-672-4731), e-mail (info@bailiwickpress.com) or mail (Bailiwick Press, 309 E. Mulberry St., Fort Collins, CO 80524).

School/organization name:

Date of visit:

Type of visit: Author visit Illustrator visit Author and illustrator visit

Address:

City:

State:

Zip:

Contact name:

Contact work phone:

Cell phone:

Contact e-mail address:

Details about this visit (format, grades, number of students, etc.):

Presentation fee:

Travel costs:

Lodging:

Total Fee:



**BAILIWICK
PRESS**

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bailiwickpress.com

aldozelnick.com

You agree to:

Make the check(s) payable to Bailiwick Press and mail them to Bailiwick Press at the address above. Payment is due two weeks before the event date.

Provide microphones, a projector and a screen for presentations to large groups (more than 50). The author/illustrator will bring their own laptop.

Prepare your students for the visit by discussing the Aldo Zelnick series with them in class, making copies of the books available in your school library and classrooms at least a month prior to the visit, and helping them come up with questions in advance. Children get so much more out of author visits when they are familiar with the books and characters.

Copy and send the book order form template provided by Bailiwick Press home with all students at least three weeks before the author/illustrator visit.

Assign a staff person to greet, orient, and assist the author/illustrator during the visit. Please make lunch available if the visit requires being on-site over the lunch hour.

E-mail info@bailiwickpress if you have any questions or requests to convey.

Give a month's notice for changes of date or time of the event. If last-minute weather or illness causes a cancellation, the visit will be rescheduled as soon as possible.

Bailiwick Press and the author/illustrator agree to provide a professional visit that is both fun and educational. We're looking forward to it!

Author and/or illustrator signature:

Date:

Authorized staff signature:

Date:

Print name:

Title: