**AUTHOR APPEARANCE AGREEMENT**

AUTHOR NAME

ADDRESS

PHONE | EMAIL | WEBSITE

*Thanks so much for your invitation to do an Author Visit program! I’m really looking forward to seeing you, the students, and staff!*

**HOST CONTACT**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_\_\_\_\_

School/Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM INFORMATION**

Estimated Audience Size: \_\_\_\_\_\_\_\_\_

Audience Age(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Appearance Date(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Appearance Time(s):\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Program Requested (Title if known):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Programs requested (upto3/day):\_\_\_\_\_\_\_

Start time first program/end time last program:\_\_\_\_\_\_/\_\_\_\_\_

**BOOKSALES**

Does host plan to order books for the school? \_\_\_\_\_

Does host want author to sell and sign books after event? \_\_\_\_\_

**HONORARIUM AND EXPENSES**

Honorarium is due on the day of visit via check or money order made payable to: AUTHOR

Author will receive $\_\_\_\_\_\_\_ per day for this event. This is strictly the honorarium and does not include expenses. Expenses must be paid for by the hosting organization. Expenses will include airfare, airport transfers, meals and lodging.

**EQUIPMENT/SET UP REQUIREMENTS**

If necessary, host agrees to provide an LCD projector and screen, two tables, and wireless microphone, unless otherwise arranged.

**ANTI-HARASSMENT POLICY**

Host agrees to provide a harassment-free experience in its events and activities for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. Harassment of conference participants will not be tolerated in any form. Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, religion, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Participants asked to stop any harassing behavior are expected to comply immediately. Host reserves the right to require anyone not complying with the above to depart from any event at which any such activity has been perpetrated.

**AGREEMENT**

The host will contact the author at least five (5) business days before the appearance to finalize travel arrangements, schedule, audio/visual needs, and supplies to be provided by host. Travel arrangements must be discussed first with the author before being booked. Any changes to this appearance agreement must be approved by the author at least ten (10) business days in advance of the visit. In the case of weather or other emergencies, the parties agree to reschedule the appearance and share any expenses incurred as a result of the cancellation.

**I agree to all the terms and conditions stated above.**

 Signed(host):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_