

Kim Norman

www.kimnormanbooks.com

Children's Book Author, Poet & Performer

My address here blah blah blah blah
email and phone number here



AUTHOR VISIT AGREEMENT

Author: Kim Norman
Address here
email and phone here

Host Organization: xyz Elementary School
School address
Phone: xxx-xxx-xxxx

Contact Persons: name, title and email

Date of Appearance: date

Schedule: somethinglike 2 morning assembly presentations,
with specific times, or sometimes I just put "schedule to be determined."

- Equipment Needs:
- Good working microphone, (preferably wireless or headset)
 - digital projector and screen)
 - school laptop (Author will bring PowerPoint files on a flash drive)
 - Small table for laying out props. *These are my requests. Your mileage may vary*

Other Requirements: At least one teacher must remain in the room during all presentations.
Bottled water and restroom breaks please!

Mileage, travel & lodging expenses, if any.... \$\$\$

Honorarium: \$XXX.XX

TOTAL: \$XXX.XX (due the day of the visit)

•Date: _____ Signed: _____
(principal or person in charge of event)

Date: _____ Signed: _____
(author)

Please sign one copy of this agreement and mail to: Kim Norman, address
or digitally transmit to kimnorman@mac.com