

# Christine Almstrom Author Visit Contract

Thank you for booking a visit!

Please complete the following information, sign and mail to: Christine Almstrom; P.O. Box 2015; Grantham, NH 03753.

SCHOOL NAME: \_\_\_\_\_ DATE OF VISIT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
GRADE LEVEL: \_\_\_\_\_

\$ \_\_\_\_\_ for a half-day visit Time: \_\_\_\_\_  
\$ \_\_\_\_\_ for a full-day visit  
\$ \_\_\_\_\_ for a 2-day program  
\$ \_\_\_\_\_ for an evening presentation Time: \_\_\_\_\_  
\$ \_\_\_\_\_ for travel expenses (agreed upon with the author)

Total fee: \$ \_\_\_\_\_

Which activity (circle one):

- Reading and Red Carpet Event (Picture Taking)
- Book signing and Red Carpet Event
- Reading, Book Signing and Red Carpet Event

Best Setup Location – all locations will need electrical outlets (choose one):

- Gym Room
- Auditorium
- Lunch Room
- Classroom

**Please allow 30 – 40 minutes for set up!**

By signing this contract, the school agrees to:

1. List the author visit on the **school calendar**.

2. Send a letter to **parents and/or guardians** explaining the upcoming visit with an **invitation to order books**. Invite them to come, too to keep the enthusiasm going at home!
3. **Order books for the school library** (available on Amazon.com) and display them well in advance of Christine's visit (Posters will be sent by the author).
4. E-mail ([christinealmstrom@gmail.com](mailto:christinealmstrom@gmail.com)) a **proposed schedule** at least a month in advance of the visit.
5. **Prepare the students** and teachers for the visit by sharing Christine's biographical information with them, discussing her book in class, preparing possible questions for her, considering related art and writing projects and/or suggesting students and teachers visit [www.christinealmstrom.com](http://www.christinealmstrom.com) . See ideas for "creating buzz" on her site (under school visits/programs).
6. Provide Christine with a **projector and screen** for her PC PowerPoint presentation, and a microphone (if in an auditorium or gym).
7. **Provide lunch** – at a table with students.
8. Be vigilant about the students' behavior during event.
9. Consider contacting any local media outlets that may want to cover the event. Please be aware that the media will be contacted and may appear at the school.
10. Pay the agreed upon total fee (above) **on the day of the visit**, as well as **travel expenses** (if required).

**If weather or illness causes a cancellation, the visit will be rescheduled as soon as most convenient for both parties. If the visit has to be cancelled by the school for any reason other than the weather, the school must contact Christine to reschedule. Please note, there may be a waiting list. The school will pay for any lost travel expenses and will pay one-third of the fee if the visit cannot be rescheduled within a year.**

School Representative's name (Printed): \_\_\_\_\_

School Representative's signature: \_\_\_\_\_