

# Author Visit Information

Contact Information: Cary Bolstorff, 651-398-2861, [carybolstorff@inspireink.net](mailto:carybolstorff@inspireink.net)

School:

School Contact:

Event Type (Circle one):

Classroom Visit

Grade Level Visit

Event Date	Event Time	Grade Level and # of Children

What is needed for the presentation:

- Cart or table for my laptop
- Projector Screen or Smart Board
- Microphone (if speaking in the gym)
- A room that can be darkened

Author will bring:

- Laptop with video connection adapter
- Extension cords
- Lesson plans and books

Other:

- The event host must sign and return the Author Visit Agreement
- Author Visit Packets (including preorder forms) will be made available to the event host by email upon receipt of the signed author visit agreement
- Preorder forms and collection will be managed by the classroom teacher
- Payment is due on the day of the event
- Classroom teachers must be present and actively engaged. This has a positive influence on student behavior and allows for follow up after the presentation
- Cancellations will be rescheduled