

Author Visit Agreement – School Grade Level

This Agreement is made between:

Author: Cary Bolstorff

School Grade Level: [School Name and Grade Level Name]

Date of Visit: [Date]

1. Scope of Engagement

The author's visit will include a read aloud, behind the scenes insights, the Process of Writing, teacher lesson plans, student preorder form, personalized book signing, and visit specific requests as mutually agreed upon.

2. Payment Terms

The **School Grade Level** agrees to purchase **5 books**, not including student book sales, for a total fee of **[\$69.75]**, due **on the day of the event**. Payment should be made via cash and/or check payable to **Cary Bolstorff**.

3. Student Book Sales

Books will also be available for student purchases at the event. A pre-order form will be made available in advance of the event. The **School Grade Level** agrees to assist in facilitating the distribution of the form. **All book sales are final**, with no refunds or exchanges.

4. Travel Expenses

Any **mutually agreed-upon** travel costs will be invoiced separately.

5. Cancellation & Rescheduling

- If **either party** needs to cancel, the event may be rescheduled at no additional cost.
- If the school cancels and does not reschedule within **30 days**, the full fee may still be due.
- If the author must cancel due to unforeseen circumstances, the event will be rescheduled at a mutually agreeable time.

6. Intellectual Property & Recording

The author's presentation, materials, and content **are protected and may not be recorded, copied, or shared** without prior written permission. Photography is allowed. Social media posting is encouraged.

7. Liability

The author is not responsible for any unforeseen circumstances that may impact the event, such as inclement weather or school closures.

8. Contact Information

Cary Bolstorff

Phone: (651) 398-2861

Email: carybolstorff@inspireink.net

Agreement & Signatures

Author Signature: _____ **Date:** _____

School Representative Signature: _____ **Date:** _____