



## AUTHOR/SCHOOL VISIT CONTRACT WITH THE BOOK BUNGALOW

***We want you to have the best author visit ever each and every time. To ensure things go smoothly and consistently, we kindly ask that you read and sign this contract before committing to host an author at your school. (Each separate visit requires a new contract to be signed.)***

Please check off the following, all of which must be checked off before signing for the contract to be in force:

- I've read through Book Bungalow's Authors in Schools Program completely
- I agree to have the visiting author's books for sale at the school and to handle the money for those books. The school keeps all of that money gained from sales of the books and The Book Bungalow provides a single invoice to the school one week after the event, which needs to be paid with a check or school credit card - **we cannot accept cash.**
- I agree to pick up the books to sell at the school from The Book Bungalow and return what is leftover within two weeks after the event.
- I agree to promote the Author Visit to the faculty, students, and their parents.
- I can accommodate the author's AV needs.
- I agree to count the leftover books myself (or have another adult do so), rather than having students count them.
- I agree to have the students supervised at all times. It should not be the responsibility of the author, media escort, or bookstore staff to keep the students in line.
- Books are specially ordered for the Author Visit and are not readily available on the shelves of The Book Bungalow if the school runs out. We do our best to order the appropriate amount, but book sales are unpredictable. If you should run out, or are getting low and see a need for more, please let us know ASAP and we'll order more. If we happen to have enough in our stock to take from our shelves, we will do so, but we cannot guarantee this will happen every time.
- The Book Bungalow is the main contact. Please do not be in touch with the publisher or author directly. This will confuse things since The Book Bungalow handles all of the logistics and there are a lot of moving parts.
- I agree that the school staff will be the only contact with the bookstore - not parents.
- This is a Book Bungalow store event. The Book Bungalow is bringing the author to your school. Please be sure to mention this when introducing the author, talking about the visit, etc.

(over)

\_\_\_\_\_ Please do not work with other bookstores on this event once you've committed to The Book Bungalow.

\_\_\_\_\_ Please try to respond to our correspondence in a reasonable amount of time. This will help ensure you have the best author visit ever!

\_\_\_\_\_ You agree not to host the author during a book fair. Books that are sold through The Book Bungalow might get mingled with the book fair books and we will lose out.

This contract may be updated over time. Even if you've signed one in the past, we ask that you sign one for each new author visit.

\_\_\_\_\_  
(Your name here) - sign

\_\_\_\_\_  
(School Name here) - print

\_\_\_\_\_  
(Visiting Author and date of visit) - print

\_\_\_\_\_  
(Today's date) - print