

## Visiting Author Agreement for Sue Fliess

Please scan and email this completed form to sue.fliess@gmail.com or email Sue for a snail mail address.

This letter dated \_\_\_\_/\_\_\_\_/\_\_\_\_ is to confirm Sue Fliess's visit to (location) \_\_\_\_\_  
on (date): \_\_\_\_/\_\_\_\_/\_\_\_\_ at a fee of: \$ \_\_\_\_\_.

Please list the event details, intended audience/age description, number of presentations, travel arrangements (if applicable) and other details/expectations of the presentation here (or attach schedule):

---

---

---

---

---

By signing this contract, the school/organization agrees, to the best of its ability, to:

1. List the author visit on the school calendar, marquis, and/or website.
2. Send a letter/bulletin home to parents about the upcoming visit, with an invitation to order Sue's books, or book order form from the author. (discuss the process with author and/or local bookseller).
3. Purchase author's books for the school library and display them well in advance of her visit.
4. Display posters in advance of the visit (you can make your own or ask me to email you a custom one).
5. The school is familiar with Sue and Sue's books. Get the students and staff excited about the author's visit by sharing biographical information on Sue, discussing her books in class, showing her book trailers, preparing possible questions for her, considering art and writing related projects and/or suggesting the students and teachers visit her website at [www.suefliess.com](http://www.suefliess.com).
6. Email Sue the proposed schedule (including where to meet, park, how to avoid drop-off and pick-up lines, etc.) as soon as possible.
7. Provide Sue with a screen for her PowerPoint presentation, a lapel mic (or handheld if lapel is not available), a table to display her books and props, and a bottle of water.
8. Provide Sue with lunch (teacher's lounge or nearby restaurant), for any half- or full-day visit.
9. Be vigilant about the student's behavior during presentations. Let Sue know what the 'quiet' or 'attention' signal is that your school uses.
10. Assign someone attending to take photographs and provide media releases if asked.
11. Contact any local media outlets that may want to cover the event. If you plan to have an evening event for adults or local families, invite the public.
12. Promote the event via social media where appropriate and feel free to tag Sue! twitter: @SueFliess  
Instagram: suefliess, facebook.com/Sue.Fliess.Author
13. Consider inviting custodial staff, community members and a representative from a nearby school
14. Pay the agreed upon total fee (above) on the day of the visit, as well as travel expenses (if applicable).

If weather or illness causes a cancellation, the visit will be rescheduled as soon as it is convenient for both parties. If the school has to cancel for any other reason, the school agrees to pay for any lost travel expenses and will pay one third of the fee if the visit cannot be rescheduled within a year.

Contact's name: \_\_\_\_\_ Contact's email: \_\_\_\_\_

Contact's phone: \_\_\_\_\_ School/Org. phone: \_\_\_\_\_

School/org. address: \_\_\_\_\_

Principal's/Executive's name and signature: \_\_\_\_\_