

# C G Watson - author visit contract

To: C G Watson, author of QUAD

From: XXX, Library Media Specialist, and XXX, Principal at \_\_\_\_\_ School

Date: \_\_\_\_\_

This letter serves as a contract for an author visit to your school, as detailed below:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Class/Subject to be visited: \_\_\_\_\_

The fee of \$250.00 per visit for one large group, up to two medium-sized groups, or up to 3 class periods in a single day, will be paid in advance of the workshop.

- Large group - the entire student body, up to 1500 students\*
- Medium group - two or three combined classes up to 80 students
- Single Period - up to 40 students
- Average author visit: 1 hour or the equivalent of one class period, either traditional or block

\*if the student body at your school is greater than 1500, contact me to work something out; the contract will be adjusted accordingly.

In addition to the per visit fee, any travel expenses including mileage, airfare, and hotel, will be paid for by the host school.

The cancellation policy is as follows:

**Cancellations must be made no later than 72 hours of the event. Any cancellation within 72 hours of the event will be billed at the rate of \$100.00 per day.**

There will be no book sales during the visit, but the author will make herself available for book signing at the discretion of the teacher and/or administration.

Please fill in the highlighted portions of this form. Then, print out two copies of the contract, sign one and return it to me, and retain the other for your files.

Feel free to contact me by phone or e-mail if you have any questions.

Phone: (530) 774-5796

email: [carrie@cgwatson.com](mailto:carrie@cgwatson.com)

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XXX, Library Media Specialist

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XXX, Principal

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*C G Watson, Author*