



Author Visit Contract:

This letter is to confirm Rachel DiNunzio's visit to

_____ (Name of school, library, bookstore, group, etc)

on ____/____/____

at a fee of:

\$_____ for a half-day visit

\$_____ for a full-day visit

\$_____ for an evening presentation

\$_____ for travel expenses (agreed upon with the author)

Total fee: \$_____

Organization Name: _____

Organization Address:

_____ (Number, Street Name)

_____ (City) _____ (State) _____ (Zip)

Organization Representative Contact Information:

Name: _____

Title: _____

Email: _____

Phone: _____

Payment will be due on day of visit by cash or check.

Check to be made payable to: Studio RADish

Tax I.D. Number: 46-1856082

Author Questionnaire

Grade level(s) of students: _____

Approximate size of audience: _____

Materials Required:

Computer, projector, speakers and bottled water.

Computer: A Mac computer is preferred. Is a Mac computer available for use?

If YES:

What OS is it running?

Is Keynote available on this Mac? YES NO

If so, what version of Keynote is it? _____

If NO:

What OS is PC running? _____

Projector:

What kind of adaptor is needed to utilize your projector? _____

Speakers:

Please make sure speakers are available for audio portion of the presentation. Presentation includes music and videos.

Will speakers be provided? YES NO

Wifi:

Is wireless internet accessible? YES NO

Will an IT contact be available on day of presentation? YES NO

By signing this contract, the school agrees to:

1. List the author visit on the school calendar and market for event (Please request any press information needed).
2. Send a letter to parents explaining the upcoming visit with an invitation to order books.
3. Order books for the school library and display them in advance of author's visit.
4. Prepare the students and teachers for the visit by discussing author's books in class, preparing possible questions for author, considering related art and writing projects and/or suggesting that students and teachers visit www.StudioRADishPress.com to learn more about the author.
6. Contact any local media outlets that may want to cover the event.
7. Fill out questionnaire provided by Author and provide agreed upon materials.
8. Provide any travel, lodging, or meal accommodations as agreed upon in the Author Contract. If hotel is required, room needs to be paid in full upon arrival of author.
9. Contact Studio RADish Press at contactus@studioradish.com for any questions regarding logo, symbol, or trademark usage.
10. Be vigilant about the students' and teachers' behavior during presentations.
11. Pay the agreed upon total fee(above) on the day of the visit before presentation, as well as travel expenses.

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

Author Name _____

Author Signature _____

Date _____

Organization Representative Name _____

Organization Representative Signature _____

Date _____

Please sign one copy and return in the enclosed envelope.
Once received, Author will email a signed copy back to organization. Thank you!

Rachel DiNunzio
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