**Visiting Author Contract for Tootie Nienow**

*Please complete this contract and send a copy to Tootie Nienow via email or hardcopy.*

This letter dated is to confirm Tootie Nienow’s visit to (location) on (date): at a fee of: $500.00 payable by check to Tootie Nienow or in cash to the author on the date of the appearance.

Check one: X Half Day  Half Day PLUS Program Full Day

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| --- | --- | --- | --- |
| Session Title (Assembly or Breakout) | Grades | # of students | Time and location |
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| --- | --- | --- |
| Contact name/Title: | Email: | Phone #: |
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| --- | --- |
| School address: | Phone #: |
|  |  |

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

**Before the Visit**

* List the author visit on the school calendar, marquis, and/or website.
* Get the students and staff excited about the author’s visit by sharing biographical information on Tootie, discussing her books in class, preparing possible questions for her, considering art and writing related projects and/or suggesting the students and teachers visit her website: tootienienow.com.
* Notify Tootie of any necessary procedures required by the district or school for security clearance (background checks, forms, or documents).

**Day of the Visit**

* Allow at least a 15-minute break between sessions so that Tootie can prepare for the next session accordingly.
* Be vigilant about the student’s behavior during presentations. Let Tootie know what the ‘quiet’ or ‘attention’ signal is that your school uses.
* Assign someone attending to take photographs and share them with Tootie afterward.
* Pay the agreed upon total fee (above) on the day of the visit, as well as any other expenses (if applicable).

**Supplies**

The following items will be supplied by the school for the visit.

* A screen for PowerPoint presentation
* A laptop for PowerPoint presentation
* A microphone (handheld or lapel)

**Book Sales**

The school agrees to hold sales of Tootie’s books prior to the event via a take-home order form (one is available upon request). Tootie is not responsible for bringing or acquiring books. A suggested local source for sales can be provided upon request. Marcie will happily sign books for students during her visit.

**Cancellation Policy**

In the case of a school closing or other emergency beyond the author or school’s control, the author or school will give at least 48-hour notice of cancellation via email and/or telephone, and the appearance will be rescheduled as soon as possible.

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. The school also agrees to pay for any additional travel fees associated with the rescheduled visit.

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School contact signature Tootie Nienow, author

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Date Date