

SCHOOL VISIT APPLICATION FORM

PART I

Name of Event: _____ Event Date: _____

PLEASE MARK THE PROGRAM OF YOUR CHOICE

Program 1: (½ day) Behind the Pages Program 2: (full day) Up Close & Personal

Event Location: _____ Event Address: _____

City/State/Zip: _____ Start Time: _____ End Time: _____

Event Type (book signing, reading, festival, etc): _____

Contact Person: _____ Phone 1: _____ Phone 2: _____

Please Explain: *The author is expected to* _____

Is there a specific topic that you would like the author to speak on? yes/no

If yes, please explain:

PART 2 Author Accommodations (IF APPLICABLE)

Flight Transportation Provided:

- **2 Round Trip Airline Tickets (Author & Manager)**

Please provide flight information:

(please fax itinerary)

Airport: _____ Airline: _____ Date of Reservation _____

Confirmation# _____ Departure Time: _____ Arrival: _____

Hotel Room Provided:

- **1 Double Bed Suite – Non-Smoking**

Please provide hotel information:

Hotel: _____ Date of Reservation: _____ Confirmation # _____

Address: _____ City/State/Zip: _____ Phone: _____

Meals Provided:

- **Breakfast, Lunch and Dinner meal tickets on the day of arrival until departure**
(unless stated otherwise)

On the day/s of the event, please provide the author and her management with the items listed below:

Bottled Waters

FEES:

Author Fees: _____ Mileage: (.42 per mile) _____ Other Expenses: _____