



Author School Visit Event Request Form

In order to facilitate your school visits and help make them a profitable and positive experience for all, when possible:

- A member of the Book Bungalow staff and/or the School Librarian will visit the targeted schools and classrooms in advance to verbally promote your visit and title(s)
- In middle schools, a display of your books will be set up for the week of your visit, and if you have a book trailer, arrangements will be made to play it during morning announcements, if possible
- In addition, The Book Bungalow will prepare a flyer advertising your visit to be given to the School Librarian to go home in the weekly homework packets of elementary students. For older students, we will provide the schools with an email link to the event so that parents can pre-order your book(s)
- For elementary classes, a contest will be held to see which class purchases the most books. The winning teacher will receive a free book or gift (not exceeding \$30) of his/her choice at the bookstore
- If we feel you will be in demand at these schools, we will stipulate that the school guarantee the sale of at least 10-25 copies of your book (depending on the size of the school) in place of an appearance fee

For your part, we would appreciate it if you could complete the remainder of this form so that we can plan accordingly:

Date of Request: _____

Name: _____

Address: _____

Telephone: _____ Email: _____

Title of Book(s): _____

ISBN(s): _____

Publication Date(s): _____

(over)

Publisher: _____ Retail price: _____

Please provide a short summary of your book:

Please note how many schools you would like to visit (as well as grades):

How many people do you expect will attend your event? _____

Have you done school visits in Washington County before? If so, which schools and approximately how big were your sales at each?

Do you have a local fan base? _____ Yes _____ No

If newly published, can you supply us with a review copy? _____ Yes _____ No

In case of back end sales, can you provide signed bookplates? _____ Yes _____ No

Do you need accommodations for the night if you're planning to stay overnight, and if so, how many will be in your party? _____ Yes _____ No _____ Number

Any other comments or special requests:
