

**VISITING AUTHOR AGREEMENT / SCHEDULING FORM**

Email [Alan@WorthLearning.org](mailto:Alan@WorthLearning.org) to arrange special details, ask questions, and to confirm your dates. **To confirm your visit, complete, scan, then email this form to [Alan@WorthLearning.org](mailto:Alan@WorthLearning.org) or mail a hard copy to: Alan Small, 2417 Skyline Drive, Fort Worth Texas, 76114.**

This letter is to confirm Alan Small's visit to (location) \_\_\_\_\_ on (dates) \_\_\_\_\_.

The speaker's fee for this visit will be \$ (see below for options) \_\_\_\_\_

Travel expenses paid by host organization (if farther than 100 miles from Ft. Worth, TX) \_\_\_\_\_

Mileage (.50 per mile from Ft. Worth Texas) \_\_\_\_\_

Hotel accommodations \_\_\_\_\_

Meals (\$30 per day) \_\_\_\_\_

Other (please describe) \_\_\_\_\_

**Total amount:** \_\_\_\_\_

If you added book purchases to your package, how many books is your campus choosing? (Kids can order books later as needed) \_\_\_\_\_

Contact person in charge of this event (must be present during event): \_\_\_\_\_

Contact Person's Email \_\_\_\_\_ Contact's Job Title/Role \_\_\_\_\_

Contact's Work Number \_\_\_\_\_ Cell Number \_\_\_\_\_

School/Organization Mailing Address \_\_\_\_\_

Please list the event description details, intended audience/age, number of presentations, travel arrangements (if applicable) and any special details/expectations of the presentation (or attach additionally): \_\_\_\_\_

Are you sharing this visit with another school? **YES NO** If so, please add their contact person too!

**Choose Your Presentation!**

\_\_\_ **500 Pound Rock Party!** #RocksRock

Are you ready to explore blazing volcanoes, ancient beaches, and amazing crystals? Enjoy nature's treasures as we discover the rock cycle in a hands-on rock lab! Every student gets samples of each of the three rock types (sedimentary, igneous, metamorphic) to launch their own rock collections!

\_\_\_ **Benny's Bug Rodeo!** #BugBox

Explore how bugs use their environments to survive and thrive! Students will enjoy exploring real live bug specimens, and they'll learn the tips and tricks on how to take care of their own bug habitats!

\_\_\_ **Good Vibrations: Buzz, Hum, and Squeak!** #NoisyMuseum

Can you listen to music through your teeth? How loud is an astronaut burp? Could a weird noise make you barf? Come ride the sound waves as we play with roaring balloons, clucking cups, and screaming tennis balls! This lab is sure to resonate with students as they discover the sound energy found in everyday life!

## **Presentation Format**

\_\_\_ Large group (3-4 in gym/library/etc.)      **OR**      \_\_\_ Individual class visits (up to 5 per day)

## **Scheduling Format**

### **LOCAL** (within 100 miles of Fort Worth, Texas)

One Day      \_\_\_ \$800      **OR**      \_\_\_ \$500 with 40 book orders

3+ Days      \_\_\_ \$600 per day      **OR**      \_\_\_ \$300 + 40 books per day

### **TRAVEL** (outside 100 miles of Fort Worth, Texas)

\_\_\_ One Day      \_\_\_ \$1000 + travel      **OR**      \_\_\_ \$700 + travel with 40 book orders

3+ Days      \_\_\_ \$800 per day      **OR**      \_\_\_ \$500 + 40 books per day

*\*\*\*Do you need to add an extra presentation for an after school group, or evening event? Add one to your schedule!      Bonus Presentation:      \_\_\_ \$250*

The school or hosting organization agrees to:

1. Include all Special Ed, Special Needs, Compensatory Ed, Life Skills, Remedial Ed, and similar programs within the event rotation schedule as much as is reasonably feasible.
2. List the author visit on the school/organization calendar and/or website.
3. Send the attached event announcement / order form to all parents/members in advance of the visit.
4. Collect enough book orders to fulfill your chosen booking selection.
5. Display an event announcement prominently in advance of the visit.
6. Prepare students for the visit by sharing Alan's bio with them, discussing his books in class or library time, and preparing possible questions for him in advance of the presentation.
7. E-mail [alan@WorthLearning.org](mailto:alan@WorthLearning.org) a proposed schedule/itinerary for the visit as soon as possible.
8. Contact any local media outlets that may want to share the cool things your campus is doing. (We can provide a press release template for you if needed.)
9. Provide speaker with the following: a place to park and unload specimens, a digital projector, a document camera, screen, 3 tables for specimens, sound equipment for digital presentation, and a microphone. (If you don't have this equipment, please let me know so I can adjust accordingly.)
10. Autograph table: Alan will need a table and chair with a place to display books and sign autographs between sessions. The table should be away from the stage or presentation area, and should have extra order forms available for handing out.
11. Provide a lunch/meal for any half- or full-day visit. School lunch or dining with faculty/students is fine.
12. Teacher/staff support: On the day of the visit, teachers will stay with their class, and will be vigilant about monitoring student behavior during the presentation. Students respond best when teachers are actively modeling appropriate behavior.
13. Designate someone to take photographs and/or provide media releases as needed.
14. Pay the total fee (above) on or before the day of the visit.
15. Get really excited and share that excitement with your students or members!

*\*\*\*In case of cancellation, the author's visit will be rescheduled within the school year, or the school may pay one third of the fee to cancel this agreement.*

Campus Contact's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Principal's/Executive's Name: \_\_\_\_\_ Signature: \_\_\_\_\_