

Vroman's Bookstore School Visit Agreement

We're so excited to host an author at your school! We've designed this checklist agreement to help ensure a successful event for everyone. Please initial next to each item to indicate that you've read and understood everything, and feel free to let us know if you have any questions!

___ I have read through [Author Visits with Vroman's](#).

___ I agree to have the visiting author's books for sale at the school & to take in all money for those books. My school will keep all of that money and Vroman's Bookstore will provide us with a single invoice post-event.

___ I agree to pick up the books to sell at my school from Vroman's Bookstore (on Colorado Blvd.).

___ I agree to return any books that did not sell to Vroman's Bookstore (on Colorado Blvd) within two weeks of the visit.

___ I understand that by committing to host an author, my school is agreeing to purchase a minimum of 25 copies of the book being promoted.

___ I agree to promote the author visit to the faculty, students, and their parents. [Please click here](#) for some fun ideas on how to do this!

___ I will have all of the AV or other requirements that the Author(s) need(s).

___ I agree to talk to students ahead of time about expectations for their participation and attention during the event, in order to give students and the author the best experience possible.

___ I agree to contact Vroman's if my school runs low on books, understanding that Vroman's may need to order books.

___ Vroman's Bookstore is your main contact. Please do not get in touch with the publisher or author directly. This will confuse things since Vroman's handles all of the logistics and there are a lot of moving parts.

___ I agree to communicate that my event is a Vroman's event, made possible by Vroman's, when introducing the author and promoting the event.

PLEASE SIGN YOUR NAME ABOVE

PLEASE PRINT YOUR NAME ABOVE

PLEASE PRINT DATE