School Author Visit Contract
Tattered Cover Book Store

We want you to have the best author visit ever! Author visits are impactful and memorable experiences! We've hosted hundreds of authors in schools and have learned a few things the hard way. To help avoid those issues in the future, we kindly ask that you read and sign the contract before committing to host an author at your school. (Each author you host requires a new contract to be signed.)

_____ I've read through "What An Author Visit with Tattered Cover is All About" on the Tattered Cover Website.

_____ I agree to have the visiting author's books for sale at the school and to handle the money for those books.

_____ I understand that the school keeps all money for the books and Tattered Cover provides a single invoice to the school at the end which needs to be paid with a check or school credit card. Tattered Cover cannot accept any cash payments.

_____ I agree to pick up the books to sell at the school from one of the Tattered Cover locations at least one week before the school visit.

_____ I agree to return the leftover books that did not sell to a Tattered Cover Book Store location within two weeks of the visit.

_____ I will not let students count leftover books. An adult must count the books.

_____ I agree to promote the author visit to the faculty, students, and their parents before the visit. (Here's a list of helpful and fun ideas on how to do this! Scroll down to the section, "How do I prepare for the Author Visit? Or, how to get the school excited!")

_____ I have reviewed the author's AV needs and can accommodate the author's AV needs.

_____ I agree to have the students supervised at all times. It should not be the responsibility of the author, media escort, or bookstore staff to keep the students in line.

_____ Books are specially ordered for the author visit and are not readily available on Tattered Cover's shelves if the school runs out. Tattered Cover does our best to order the appropriate amount, but books sales are unpredictable. If you should run out -- or are getting low and see a need for more, please let Holly Maxwell know ASAP, and we'll order more. If Tattered Cover happens to have enough in stock to take from our shelves, we will do so, but we cannot guarantee this will happen every time.
I understand that Tattered Cover is the main contact. I will not be in touch with the publisher or author directly. This will confuse things since Tattered Cover handles all of the logistics.

I agree that the school staff will be the only contact with the bookstore -- not parents.

This is a Tattered Cover Book Store event. Tattered Cover is bringing the author to your school. Please be sure to mention this when introducing the author, talking about the visit, etc.

I will not work with other bookstores on this author visit once I have committed to Tattered Cover.

I will respond to Tattered Cover’s correspondence in a reasonable amount of time. This will ensure you have the best author visit ever!

I agree not to host the author during a book fair. Books that are sold via Tattered Cover always get mingled with the book fair books, and we lose out each time.

This contract is continually being updated. You must sign a new contract for each author visit.

(Your name here) - print

(School Name here)

(Your name here) - sign

(Name of visiting author)

(Date) - print

(Date of author visit)