

Yes, please consider my school for a free author event!

Once Upon a Time is a community of readers and writers – and that community extends beyond our bookshop and into your school. We bring **free author events** to schools throughout the area. We strive to reach every student with this unforgettable educational experience. The best schools understand how a memorable interaction with a professional and engaging children’s author or illustrator will inspire young minds and help drive literacy connections for years to come.

In the absence of a stipend paid to the author (which in some cases is over \$1,000), the school visits we coordinate must include book sales of the visiting author’s books using preorder forms. The preorder forms are sent out to parents a month ahead of the author’s visit, and returned back to school within 7-10 days (at most). In order for us to order the proper amount of books, the school returns the completed forms with payment to our store 3 weeks ahead of the visit.

Although a successful school visit is not based solely on sales, an expected amount of books sold is 25 + copies. There are some high-demand authors where we will need to guarantee a minimum order of books. We will be sure to include this information in our outreach to you. If you’re not sure your school population will be able to do that, you might want to reach out to your school’s foundation, PTA, or perhaps a “school angel supporter” to supplement your resources.

To make sure your students will get a chance to take part in an author visit, please fill out the form below. (Completing this form does not guarantee an author will visit your school this school year)

FORM MUST BE COMPLETED IN ORDER TO CONSIDER YOUR SCHOOL FOR FUTURE AUTHOR VISITS

School Name & Address: _____

School Phone & Fax: _____

School Principal: _____ Asst. Principal: _____

Librarian: _____

School PTA/PTO Contact Name, Phone & Email: _____

Person Completing Form Name, Phone, Email & Relation to school: _____

Who approves special events at the school, if not provided above? Please provide contact information.

Where does your school host assemblies? Auditorium ___ Theater ___ Cafeteria ___ Media Center ___
Gym ___ Other room _____

If your school uses the Cafeteria for special events, what time is the room used for lunch?

From _____ to _____ School hours of operation _____AM_____PM

Is a computer-projected screen available for an author's video with a supplied thumbdrive? **Y / N**

Please list the number of students per grade. K_____, 1st _____, 2nd _____, 3rd _____, 4th _____,
5th _____, 6th _____, 7th _____, 8th _____, 9th _____, 10th _____, 11th _____, 12th _____

Please describe the school's parking. _____

Can you reserve a parking space for author & book transportation? **Y / N**

Have you had authors visit your school? **Y / N** If yes, which author(s) and when? _____

Please tell us about your school (Ex: Magnet, language immersion, Title I, etc.) _____

Is there anything else that we need to know to schedule events at your school? _____

Thank you for taking the time to complete this form.

Please email completed form to Maureen@onceupona.com
Or by mail, Once Upon a Time, 2207 Honolulu Ave, Montrose, CA 91020

For Office Use Only

Date Received: _____ Entered by: _____

Notes: