

School Visit Policies

Arranging the Visit:

Dates for all visits must be requested, arranged, and agreed upon in writing. All times and locations must be clearly listed and agreed upon, and a signed/notarized contract is required to complete your booking.

A finalized schedule must be sent to the author at least 1 week before the scheduled event, to include the date and times of each presentation, along with the grades in attendance and the number of students planned for each session.

For 3 or more sessions in a single day, the school/library will provide a 30-minute break and lunch.

I am unable to sign any contracts that include a morality clause.

Honorarium

All visits are priced per presentation, either virtual or in-person. There is no minimum or maximum number of students that must attend.

All visits require a non-refundable 50% deposit to hold the date and time. Payment in full is required 24 hours before the visit or before the travel necessary to arrive at your location. If your plans change and you must reschedule, I'll do my best to meet your needs, but availability for last-minute changes can't be guaranteed.

TITLE 1 and other schools with unique financial circumstances may inquire about reduced rates. Lisa cannot always make special arrangements but will do her best to accommodate all needs.

Cancellation Policies (Inability to Perform)

If Lisa Maxwell is unable to perform as agreed upon, she will make every effort to reschedule the visit for a time and modality that works for the organization, including the option of providing a virtual version of the visit. If an agreement can't be reached, all deposits and payments will be refunded. She will in no way be liable to the school for cancellation costs, including any travel bookings that may have been arranged.

Cancellation Policies (School Cancellation)

If the school cancels the visit after payments have been made, the deposit and final payments are non-refundable. The author will work with the school to find a new date, time, and modality that works, but Lisa Maxwell will in no way be liable for any other expenses related to the canceled event.

Equipment

VIRTUAL: Zoom will be used for virtual visits. Be sure you have the capability to broadcast the meeting at your location. Remote visits are also available, with login-in passwords provided for people in your organization. For virtual visits, a representative from the organization must sign into the meeting to test for technology issues no less than 10 minutes before the agreed upon start time. This extra time is included in the price quoted and does not impact the length of the visit.

IN-PERSON: For in-person visits, please provide access to audio-visual aids: a screen with sound and a microphone if there will be more than 35 students in attendance or if the presentation is happening in an auditorium or gymnasium. If your school has firewalls that prevent specific websites, apps, or downloads, you must let the author know before she arrives about any limitations. Allow for at least 15 minutes before the agreed-upon start time for a technology check to make sure everything is working (does not count against presentation time).

Student Supervision

Faculty and/or staff must be present and responsible for the students at all times during the visit. Lisa Maxwell is not responsible for supervising students or student behavior during the presentation.

Travel Expenses

LOCAL: Schools located within a 2-hour drive of Manassas, VA do not require any additional travel expenses.

NON-LOCAL:

- Schools located farther than a 2-hour drive from Manassas, VA are required to reimburse transportation at the current IRS mileage rate (gas + wear on car). Depending on the event's start time, these visits may require the school to provide a hotel stay the night before the event.
- Schools located farther than a 5-hour drive from Manassas, VA require roundtrip airfare, overnight accommodations, and transportation between the hotel and school. Flights can depart from either Dulles or Reagan National Airport. Hotels must have interior corridors. All flight and hotel accommodations must be approved and included in the final contract. The school can also elect to offer a per diem to cover airfare and hotel instead.

****If overnight travel is required, the school or library must schedule at least 3 presentations.**

Book Sales

Books are available at discounted rates through an independent bookseller (minimum 25 book order). All orders require payment in full and are non-refundable. Each book comes with a signed bookplate (for virtual visits) and/or personalized book (in-person) and bookmark. Book

order arrangements must be made at the time of booking the visit. All orders must be finalized at least 1 week before the event to ensure adequate shipping time

*If you have fewer than 25 book orders, I can facilitate an order through your local independent bookstore or Barnes and Noble.

Making the Most of Your Visit

School visits work best when students have read or are familiar with an author's work. I can arrange for discounted books through one of my favorite independent booksellers, Author, Author, so your students can have the books before my visit.

[How to Make an Author Visit Affordable](#)

[Tips for a Great Author Visit](#)