

CHECKLIST FOR SCHOOL VISITS

Jeffrey Bennett

Date of my school visit: _____
Lower grade (K-2 or K-3) assembly time: _____
Upper grade (3-5 or 4-6) assembly time: _____

Please check the following items to confirm that you understand/agree with them:

_____ **Assemblies:** Dr. Bennett generally does two 45-minute assemblies, one for lower grades and one for upper grades, with no more than 15 minutes in between. All classrooms should be included in one of the assemblies. Exceptions or additional assemblies for large schools must be discussed in advance.

_____ **Programs:** Dr. Bennett recommends *Max Goes to the Moon* for lower grades and either *Max Goes to Mars* or *Max Goes to Jupiter* for upper grades. He may make exceptions on request.

_____ **AV:** Please have a screen, computer projector, and microphone available for the visit.

_____ **Fees/book sales:** Our school understands the "everybody wins" fee/book sales policy on Dr. Bennett's web site (www.jeffreybennett.com/events.html). We will make our best effort to sell as many books as possible. If we don't meet our minimum we will pay a prorated fee based on the number we are short. (E.g., if the minimum is 40 books and we sell 30 — which means we are 25% short — we will pay 25% of the standard fee.) Based on our school's distance from Boulder, our minimum is _____ books while the standard fee is _____.

→ Note that the minimum is based only on sales of *Max Goes to the Moon/Mars/Jupiter* and *the Wizard* (English or Spanish); sales of other titles do not count toward the minimum.

_____ **Autographing:** To facilitate Dr. Bennett's signing and personalizing of all books, we will e-mail him the list of books and names to be signed, taking care to spell names correctly and put each name with the correct book(s). For children, he will sign first names only; teachers may wish to have last names or class (e.g., "Ms. Johnson's class"). Dr. Bennett will provide a sample order form that we will modify as needed.

_____ **Sales tax:** I understand that Dr. Bennett provides the books "wholesale," so that the school is responsible for any sales tax that might be due. If you feel that you need to collect sales tax, please add a line for it on the book order form.

_____ **Payment:** We will ask parents to make checks for book sales to the school, and the school will cut a single check for the final amount (including prorated fee if needed) to Dr. Bennett. Payment may be made after visit when final amount is known.

Our school will collect book orders (modifying Dr. Bennett's sample order form as needed):

_____ *Before* the visit

(Please set the deadline so names/books to sign can be e-mailed on the Friday before the visit, though you can e-mail stragglers right up to the day of visit.)

_____ *After* the visit

(Order forms will be sent home during or after the visit, with a deadline no more than two weeks after the visit. Dr. Bennett will mail the signed books; school will pay mailing cost.)

_____ *Both before and after* the visit

Your name/title: _____

School: _____

Phone/ e-mail: _____