



Event Booking Form

For your upcoming author/illustrator event, please provide the following to facilitate our work with you on the planning and booking.

1. Please consult our list of authors and illustrators and let us know who you would like to have speak.
2. Presentation Information
Grade level or age range for the participants, e.g. student/grades, adults and will the audience be a mixture or a specific group?

Will you have one author for multiple sessions/days?

How many sessions do you wish to schedule?

Single site or multiple sites?

3. What dates are you considering?

4. Presentation and facilities information
Classroom, library, workshop, auditorium?

AV facilities?

5. Our booking service can include a turn key book sale that would consist of:

Preparing customized order forms

Accepting credit cards and checks

Providing brief annotations of the books for use on the order form or other promotional activities

Providing an advance copy of your selected titles at a reduced cost for perusal, display, etc.

A sample form is available upon request

Please review our Book Ordering Information page

6. Please take this opportunity to review “Terri’s Tips” for making your event a success. Remember, we would like you to call us to discuss and work with you to make your program a huge success. Call Naomi Milliner at 301-570-6019 or email her at naomiwm@verizon.net.

Name: _____ (Please Print)

E-Mail: _____

Phone: _____ Cell: _____

Please mail or fax the form to the Program and Events Coordinator at Children’s Literature, 7513 Shadywood Road, Bethesda MD 20817 Fax: (301) 469-2071