

BERNICE SEWARD

2025-2026 Author Visit Contract

Please complete a copy of this contract and submit it to bernice@berniceseward.com, or mail it to Bernice Seward, 817 Grelle Avenue, Lewiston, ID 83501. Keep another copy for your records.

School/organization name:

Date(s) of visit:

Address:

Contact name:

Contact work phone:

Cell phone:

Email:

Details about this visit: (titles of sessions requested, grades, number of students, etc.)

Visit fees: \$

Travel costs: \$

Lodging: \$

Total: \$

By signing this agreement, the organization agrees to:

1. Prepare students for the author visit by providing access to Bernice's books—especially books being discussed during sessions—prior to her visit. This allows students to come prepared with questions and full utilization of time with Bernice.
2. Email a proposed schedule to bernice@berniceseward.com prior to the author visit.
3. Distribute a [book order form \(available here\)](#) with students directly following the author visit.
4. Provide equipment based on descriptions for individual sessions. This may include a projector, screen, wireless microphone, and/or whiteboard or chalkboard.
5. Pay the agreed upon total fee on the day of the visit.

If last-minute weather or illness causes cancellation, the visit will be rescheduled as soon as possible. If the host organization must cancel for any reason other than weather or pandemic, the school will be responsible for any non-refundable travel charges and will pay one-fourth of the fee if the visit cannot be rescheduled within a year.

Date: _____

Signed: _____
(authorized staff signature)

Signed: _____
(additional person in charge of event)

Date: _____

Signed: _____
(author/illustrator)

Available Author Visits:

- We Read: Grades K-6 (20 minutes)
- Creative Problem-Solving: Grades K-6 (35-45 minutes)
- Full STEAM Ahead: Grades K-6 (35-45 minutes)
- Scientifically Speaking: Grades 4-6 (35-45 minutes)

Available Workshops:

- Tearing Up Tales: Grades 4-12 (35-45 minutes)
- Making a Picture Book: Grades 4-12 (35-45 minutes)
- We Create a Book (*requires two days*): Grades K-8 (45-60 minutes)

2025-2026 Author Visit Fees:

Inland Northwest Region:

- \$400 full day
- \$300 per day for additional consecutive days
- \$100 for add-on community and/or evening programs

Local Special: Organizations within 40 miles of Lewiston, ID

- \$175 half day
- \$300 full day
- \$200 per day for additional consecutive days
- \$75 each for community and/or evening programs

Out of Area:

- \$600 full day
- \$500 per day for additional consecutive days
- \$100 each for add-on community and/or evening programs

Virtual Visit:

- \$75 for one session* (up to 45 minutes)
- \$50 for each additional same-day session

*Two 20-minute We Read sessions could replace one 45-minute session

If applicable:

- Meals
- Travel
- Lodging

Total Fees: _____ (Transfer fee information to Page 1.)