

# School Request Form

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If you are a teacher, media coordinator, curriculum coordinator, principal, or community leader interested in participating in Bookmarks' Authors in Schools program, please fill out this form **with as much detail as possible**. We work with a variety of schools and community groups of all ages. Visits are free to your school and books are available for you to purchase at a discount. Visit requests are taken and confirmed in the order in which they are received. Contact Rachel Stinehelfer for more information: [Rachel@bookmarksnc.org](mailto:Rachel@bookmarksnc.org).

Name of school (or organization):

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Contact name:

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Address:

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Phone:

Contact Email:

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Age group:

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**Specific** date/time of visit requested:

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Specific **topic** you would like covered:

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Please list any and all types of presentations you are interested in (lectures, power points, writing workshops, etc.) and how many attendees you can accommodate in your venue(s):

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Technical abilities: Please list any and all technical capabilities you have at your facility.

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Will you assign the author's book for classes?

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Author visits require teachers preparing students for the visit. Do you agree to properly prepare your students for this author visit?

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