

CHECKLIST FOR SCHOOL VISITS

Jeffrey Bennett

Date of my school visit: _____

Lower grade (K-2 or K-3) assembly: Circle Program: Moon / Mars/ Jupiter. Time: _____

Upper grade (3-5 or 4-6) assembly: Circle Program: Moon / Mars/ Jupiter. Time: _____

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

_____ **Assemblies:** I understand that 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:** I understand that for 2008-9, Dr. Bennett recommends *Max Goes to the Moon* for lower grades and *Max Goes to Jupiter* for upper grades. He may make exceptions on request.

_____ **Projection:** I will have a screen and computer projector available for Dr. Bennett's visit, which we can hook up to his laptop.

_____ **Fees/book sales:** I have read and understand the "everybody wins" fee/book sales policy on Dr. Bennett's web site (www.jeffreybennett.com/events.html). Our school 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.) I know that based on our school's distance from Boulder, our minimum is _____ books while the standard fee is _____.

_____ **Book order form:** I understand that Dr. Bennett will provide a sample book order form, which I will modify as needed for our school and send home with all students.

_____ **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.

Please answer the following regarding the book sales:

Our school plans to collect book orders:

_____ *Before* the visit

(Order forms will be sent home in advance, and I will e-mail to Dr. Bennett a list of the orders, with names to be signed so he can bring signed books when he comes.)

_____ *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. I will then e-mail the list of orders with names to be signed. Dr. Bennett will mail the signed books, adding the actual cost for postage to the invoice.)

_____ *Both before and after* the visit

Your name/title: _____

School: _____

Phone/ e-mail: _____