

REQUEST FOR AUTHOR VISIT:

To schedule an appearance by Author and Poetry Performer Diane Asitimbay, you may choose to fill out this online Request for Appearance form or print it out and fax it in to the Culturelink Press office.

SCHOOL:

Name of Organization/School:

Organization/ School Address

Organizer's Name and Title:

Organizer's Daytime/Evening Phone:

Organizer's E-Mail Address:

When is the best time to contact you?

STUDENTS:

Please tell us a bit about the students who will attend the event:

Grade and/or Age Levels: How many students?

Kindergarten	How many?
1 st -2 nd grade	How many?
3rd-4th grade	How many?
5th-6th grade	How many?
7th-8th grade	How many?
Adults	How many?

How many students in total?

REQUESTED DATES: Please be specific regarding season, month, and/or day of week:

TYPE OF PROGRAM:

Student Assemblies

Poetry Workshop

Parent Presentation

Other

TIME SCHEDULE: (Diane needs at least 10 minutes between presentations):

Are there **Special Events** (e.g., book fair, young author's program), seasonal themes, or curriculum goals of which we should be aware:

PAYMENT: Does your organization/school require a **Purchase Order**?

(Be advised that payment is to be mailed to Culturelink Press Office address no later than the day of Diane's appearance.)

Do you need **promotional materials** mailed in advance?

If you want promotional materials, please indicate which items would be most useful:

Photograph of author

Flyer of book performed and discussed at your event

Biography of author

Please ask ANY **question** you may have! Our goal is to provide you and your audience with the best possible individually-tailored programming.

For additional info, please contact Diane at Culturelink Press' administrative office:

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