

The following information will help to make your school's Educational Enrichment Program *fun* and *functional*:

ESSENTIAL INFORMATION

- **AUTHOR'S REQUIREMENTS:**

- ✓ In terms of equipment, PaleoJoe will need the following:
 - 1 Long Table (6' or 8')
 - A bottle of water would be nice! ☺
- ✓ PaleoJoe will also need time to set up, and time/space to sign books – a small (adult sized) table would be fine. If your school has difficulty providing any of these items, please let us know right away.

Please note: If you have any concerns or tricky situations, we will try our best to be as flexible as possible to accommodate your needs as well.

- **TO MAKE THE PROGRAM FUN FOR ALL:**

- ✓ It would be wonderful if the students could create a welcome sign for the author, or maybe even put up lots of dinosaur/paleontology/science-related pictures and/or stories around the school!
- ✓ Feel free to take pictures during the presentation. Any copies you can mail or e-mail to us would be greatly appreciated. We may use them in our newsletters or on our website, as the children love revisiting their presentation in this way.

BOOK ORDERING

- Prior to the event, the Book Order Form should be sent home with your students, along with the Parent Flyer. **Make sure to write your school's name on the order form next to "Please make checks payable to" before copying.** Your school will send one check payable to Joseph Kchodl after all book sales are finalized. (See below under "INVOICING.")
- **Two Weeks BEFORE** the event, order forms need to be turned in by the students. **Please call or email ASAP to give me the total on pre-sales.** This is very important if you would like the books to arrive in time to be signed and personalized by PaleoJoe on the presentation day.

- **THE AFTERNOON OF THE EVENT**, send original order forms home again one last time for those who may want to purchase books after seeing the presentation. Although they will still be available, the books ordered during this week will receive non-personalized autographed book plates only. After one week, book sales are closed. **Please total all orders you receive in that final week and fill out the quantities.**

❖ **For the books ordered after the presentation**, the books will be signed by PaleoJoe and be personalized for each student.

INVOICING

- **FOR ALL PRESENTATION FEES:** Payment is due in full on the day of the presentation.
Please make all checks payable to PaleoShows L.L.C.
- **FOR BOOKS:** Books ordered prior to the presentation may be paid for on the day of presentation. PaleoJoe will invoice you after the book totals of the post-visit sales are finalized. In order to not be charged sales tax on the purchases, the checks for book orders should be made out to your school, and then **your school should send one check payable to PaleoJoe. Please provide a copy of your School Tax ID number for Income tax purposes.**

Again, thank you so much for your patronage. PaleoJoe is very proud to be able to help schools educate the children of today...because they will become the leaders and visionaries of tomorrow!

If you have any questions, please contact:
Joseph J. "PaleoJoe" Kchodl, at
989-430-3980 or email at paleojoe@charter.net
also check out the PaleoJoe Official Site at
www.paleojoe.com