

# Author Transportation Form

## Due Date: Bring this form to Book Distribution

**\*\* Please note that this form must be turned in to KRA even if you've contacted the author directly to make arrangements—KRA provides them with a "weekly schedule at a glance" and needs this info.**

School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

School Phone: \_\_\_\_\_

Contact Person's Home Phone: \_\_\_\_\_

Author: \_\_\_\_\_

Date of Visit: \_\_\_\_\_  
Day of week Date

Who will pick up author from The Doubletree and deliver him/her to your school:

Name	Phone-home/cell	Time of pick up
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Who will return the author to the Doubletree after the school visit?

Name	Phone	Departure Time
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