Thank you for inviting me to your school. I look forward to meeting you, your colleagues, and your students!

Author visits are a special time for students. I hope the following information helps to make the experience as positive as it can be.

1. Payment

Payment is due the day of the author visit. If an invoice must be presented ahead of time, please inform me of that and of where to send it.

Reimbursement for expenses is due within 30 days of your receiving my receipts. This reimbursement should not be included in the payment form or listed as payment anywhere as it is not payment and thus not taxable.

If you need help with paying for an author visit, please consider applying for a grant; for example: https://corporate.target.com/corporate-responsibility/grants

2. Logistical details

Please send me at least 30 days in advance of the visit all details of the schedule, including addresses, phone numbers, meals, and travel and lodging if applicable.

Lodging will be at a safe, clean hotel with dining facilities. Payment must be pre-arranged with a credit card of someone from the hosting school or library.

Please arrange for a guest parking space and any appropriate permits.

3. Preparing for the visit

Author visits are much more enjoyable for everyone if the students are familiar with the author and her work. Please make sure that students have read at least one of her books. There is something appropriate for all ages from second grade through high school. Books may be checked out from the library or purchased through local bookstores, amazon.com, barnesand noble.com, and other sources.

4. Book sales

Please make copies of the attached form to send home with students to pre-order copies of the author’s books and arrange to have them in the school on the day of the author’s visit. You may go through a bookstore or order directly from the publisher. Copies of *The Song of Orpheus* are available at Amazon.com, or through me.

The reason for my visit is to meet and talk with the students, not to sell books. Please feel under no obligation to offer book sales. Many students, however, enjoy getting autographed books, and parents often purchase holiday and birthday gifts from author visits, so I like to make this option a possibility.

Author Tracy Barrett will visit our school on [date] to talk with our students. She will sign books for the students after her talks. If you would like your child to purchase a book please fill in the information on the back and send payment made out to [school] by [date six weeks before visit].

*Marabel and the Book of Fate*

This subversive hero’s quest champions the concepts of gender equality and embracing differences while also delivering an engrossing, laugh-filled adventure.

— *School Library Journal*

*The Song of Orpheus: The Greatest Greek Myths You Never Heard*

Accessible and entertaining, these stories provide a thoughtful, fresh take on a classic subject.

— *Kirkus*

*The Stepsister’s Tale* (starred reviews, *Kirkus* and *Publishers Weekly*)

Barrett’s writing shines with an ethereal otherworldliness that enhances the fairy tale origins.

— *School Library Journal*

*Dark of the Moon* (starred review, *Kirkus*)

This retelling of the myth of the Minotaur is deft, dark, and enthralling.

— *School Library Journal*

*King of Ithaka* (starred review, *School Library Journal*)

A rousing introduction to epic characters and mythic creatures of ancient Greece from the fresh perspective of an engaging young hero.  
— *Kirkus*

*The 100-Year-Old Secret* (The Sherlock Files, Book 1)

The main characters are observant, bright, and gifted with powers of deduction. Watson’s great-great-great grandson, Andrew, is integral to the plot. Some clues seem to be obvious, but they can lead to a wrong conclusion. A well-paced beginning to a new series.

— *School Library Journal*

*The Beast of Blackslope* (The Sherlock Files, Book 2)

A fun series continues unabated.  
— *Kirkus*

*The Case That Time Forgot* (The Sherlock Files, Book 3)

[T]he third mystery in the Sherlock Files series will please fans intrigued by ancient Egypt, codes, danger, and the tantalizing possibility of magic.  
— *Booklist*

*The Missing Heir* (The Sherlock Files, Book 4)

“quick moving and fun”

— Practically Paradise (*School Library Journal*)

*Anna of Byzantium*

Barrett does a remarkable job of painting moods and emotions with spare, elegant sentences. . . This splendid novel about a neglected period of history is the perfect choice for both teens with historical fiction assignments and avid readers of the genre. . . Hard to imagine it being any better written.   
— *Voice of Youth Advocates*

Author Tracy Barrett will visit our school on [date] to talk with our students. She will sign books for the students after her talks. If you would like your child to purchase a book please fill in the information on the back and send payment made out to Tracy Barrett by [date three weeks before visit].

**Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Marabel and the Book of Fate* (hardcover) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*The Song of Orpheus* (paperback) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*The Stepsister’s Tale* (hardcover) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*Dark of the Moon* (paperback) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*The 100-Year-Old Secret* (paperback) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*The Beast of Blackslope* (paperback) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*Case That Time Forgot* (paperback) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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*Anna of Byzantium* (paperback) Number of copies \_\_\_\_\_\_\_\_\_ @ $ Total: \_\_\_\_\_\_\_\_\_\_\_\_

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***Please make out checks to [school name] and return them to [teacher/media specialist name] by [date at least three weeks before visit].* For more information on the author and her books, visit** [**www.tracybarrett.com**](http://www.tracybarrett.com)