

Hi Charles,

Thank you for agreeing to host a Kagan USA Tour stop. This is confirming that you will host a **Kagan Social-Emotional Learning Day 1** workshop on **April 29, 2023**. In lieu of a contract, this email is our written agreement on the necessary requirements and logistics. Please read the following carefully and reply with your consent.

The Host agrees to provide:

- Training Room at no cost to Kagan
- Assistance with set-up the night prior to the event and tear-down after the event (or designate someone to do this)
- Assistance with On-Site Registration the day of the event(s)
- Contact information for one or two (1 or 2) bookstore helpers for Kagan to hire for the day, to work the sales display at the event(s)
- Communication with Kagan's Marketing Department to help distribute the Event Flyer and promote the event(s)

See the attached Host Benefits form for more information. Please note that Kagan may ask neighboring districts to help market your event.

Here is a link to see your event on our website:

By simply replying to this email, you are agreeing to provide the requirements listed above, unless otherwise specified in your reply. Please let us know if there is something in this agreement you cannot adhere to.

Thank you,

Senior Partnership Coordinator  
Kagan Publishing & Professional Development  
981 Calle Amanecer, San Clemente, CA 92673-2008  
Phone: 949 - 545 - 6376  
Web:  
[K:6kqibs]

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