



4139 Park Road, Park Road Shopping Center, Charlotte, NC 28209 • 704-525-9239
events@parkroadbooks.com • www.parkroadbooks.com

Consignment Events Request Form

Name: _____ Book title: _____

Book ISBN: 978-_____

Signing Event Policies and Restrictions

- Books must be **already on consignment** before we will accept an Events Request form.
- Book signings are for **new releases** only – no repeat signings.
- All correspondence regarding events will be done **via email** at **events@parkroadbooks.com**.
- Signings must be arranged **at least four weeks** before the intended signing date to allow for proper publicity.
- We have **two signing formats: front-of-store open house signing** and **back-of-store reading/signing**. The location is determined by numerous factors, including your preference, and ultimately is the sole discretion of the Events Coordinator/booksellers on the day of the event.
- Please arrive **15 minutes before** your event starts. Signings last for a maximum of 2 hours.
- Please **bring more copies of your book** – we will continue to consign your book in groups of five until demand is met (or you run out).
- Provide the event coordinator via email with: **a high-resolution cover photo, an author photo and a two to three sentence synopsis**
- If you need to cancel or make any changes to your event, you must contact us **48 hours in advance**.

Would you prefer to set up at the front or back of the store? _____

What day of the week are you considering for your event (weekdays @ 7pm, Saturdays @ 11am, Sundays @ 2pm)? _____

Which date(s) are you considering for your event (keep in mind, must be at least a month from now)?

Will you be bringing anything extra (posters, promotional materials)? If so, what?

Will you be signing at other venues in the area? Which ones? _____

Please list any other factors that will make your event a success (e.g. local publicity you can generate, professional organizations you belong to, etc).

Please email this completed form to **events@parkroadbooks.com** along with a **50-75 word synopsis** of your book as well as a **high-resolution .jpg of your book cover**.