

▶ Author / Composer Sponsorship Policies ◀



Appearances / Workshops in individual dioceses, parishes (directly related to LP products)

∞ **Responsibilities of Liturgical Press (LP)**

- Negotiate availability of dates between author / composer and the hosting organization
- Pays author / composer honorarium or stipend*

∞ **Responsibilities of the host organization**

- Provide information regarding desired goals / outcomes for proposed workshop or lecture in order to facilitate appropriate preparation for author / composer
- Pay travel expenses (air, train, etc.) for author / composer*
- Pay per diem expenses for author / composer (@ \$50 per diem)*

∞ **Responsibilities of the authors / composers**

- Prepare workshop / lecture that is tailored to the needs and goals of the hosting organization
- Arrange for travel as dictated by the limitations of his / her own schedule
- Submit receipts for reimbursement of travel expenses, including air, hotel, meals (\$50 per diem)**

*Coverage of expenses, including stipend, travel, and per diem may be arranged differently, as negotiated between Liturgical Press and the event host.

** Author / composer will be reimbursed upon submittal of receipts to Caroline Linz. For all sponsorships, hotel choice will be negotiated between all interested parties prior to the event or acceptance of the event by the author / composer. Liturgical Press reserves the right to review all expenses and to reject payment for items or services rendered not previously negotiated or which are deemed excessive. Author / composer will receive payment via check or electronic transfer within 7 business days after **receipt and approval of all receipts** for a particular event.

For Appearances / Workshops at conferences (directly related to LP products)

∞ **Responsibilities of Liturgical Press (LP)**

- Negotiate availability of dates between author / composer and the conference organizers
- Pays author / composer honorarium or stipend*†

∞ **Responsibilities of the conference organizers**

- Provide information regarding desired goals / outcomes for proposed workshop or lecture in order to facilitate appropriate preparation for author / composer
- Pay travel expenses—air, hotel, per diem for meals—for author / composer*†

∞ **Responsibilities of the authors / composers**

- Prepare workshop / lecture that is tailored to the goals / needs of the conference and / or the conference theme
- Arrange for travel as dictated by the limitations of his / her own schedule
- Submit receipts for reimbursement of travel expenses, including air, hotel, meals (\$50 per diem)**

* Coverage of expenses, including stipend, travel, and per diem may be arranged differently, as negotiated between Liturgical Press and the event host.

† If author / composer is being co-sponsored by Liturgical Press and another publisher(s), the sharing of these costs is to be negotiated by the various entities based on workshop content, and the percentage of that content pertaining to each publisher's products, prior to the event.

** Author / composer will be reimbursed upon submittal of receipts to Caroline Linz. For all sponsorships, hotel choice will be negotiated between all interested parties prior to the event or acceptance of the event by the author / composer. Liturgical Press reserves the right to review all expenses and to reject payment for items or services rendered not previously negotiated or which are deemed excessive. Author / composer will receive payment via check or electronic transfer within 7 business days after **receipt and approval of all receipts** for a particular event.

For Appearances / Workshops at conferences or elsewhere (not directly related to LP products)

- Liturgical Press, at its own discretion, may sponsor author's / composer's appearance, but is not obligated to do so. Such sponsorship, should it be approved, may include coverage of expenses, such as travel, per diem, or even stipend, and must be negotiated with author / composer prior to event.
- Such sponsorship is the exception, rather than the rule. Decisions regarding this type of sponsorship will be based on consideration of workshop content, as well as the potential benefit to Liturgical Press regarding name recognition, advantage in marketing other or related products, etc.

⤿ **Responsibilities of the conference organizers or other hosting organization**

- Negotiate availability of dates with author / composer
- Provide information regarding desired goals / outcomes for proposed workshop or lecture in order to facilitate appropriate preparation for author / composer
- Be prepared to pay all expenses, including stipend and travel expenses—air, hotel, per diem for meals—for author / composer

⤿ **Responsibilities of the authors / composers**

- Prepare workshop / lecture that is tailored to the goals / needs of the conference and / or the conference theme
- Submit receipts to Caroline Linz for reimbursement of **expenses that were approved prior to the event****

** For all sponsorships, hotel choice will be negotiated between all interested parties prior to the event or acceptance of the event by the author / composer. Liturgical Press reserves the right to review all expenses and to reject payment for items or services rendered not previously negotiated or which are deemed excessive. Author / composer will receive payment via check or electronic transfer within 7 business days after receipt and approval of all receipts for a particular event.

Dear Author,

Greetings from Liturgical Press. To most effectively promote your book, we request that you please advise us of your upcoming speaking schedule so that we may have your book available for sale at any engagements you may be attending. We would also appreciate receiving in advance any major review contacts that will help us promote your book. If you would like to obtain copies of any reviews that may have been published regarding your book, please feel free to inquire and we are happy to send them to you.

Thank you in advance for your prompt response. Your participation in this process is your best means of ensuring successful promotion of your title.

Please send your promotional suggestions and review contact names and addresses to:

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