

Book Signing Policy

A policy on book signing events held through Barnes & Noble at Georgia College
Revised 12-19-19

PURPOSE

This policy clarifies the roles and responsibilities of authors, departments, and Barnes & Noble at Georgia College when coordinating book signing events

ELIGIBILITY FOR BOOK SIGNING EVENTS

To be eligible for a book signing event through Barnes & Noble at Georgia College, the event must be sponsored by a Georgia College department or organization. Authors not associated with a GC department or organization may request a book signing event through the Director of Marketing and Communications for Auxiliary Services.

RESPONSIBILITIES OF AUTHOR AND DEPARTMENT

If the book signing occurs outside Barnes & Noble at Georgia College, the organizing group is responsible for all site logistics such as tables and chairs.

The organizing group is responsible for all marketing and promotion of the event.

RESPONSIBILITIES OF BARNES & NOBLE AT GEORGIA COLLEGE

Barnes & Noble at Georgia College will order an appropriate number of books for the event based on event size, needs, and returnability of the book.

If the event is held outside Barnes & Noble at Georgia College, B&N will only be able to accept cash and check payments, no credit cards.