

Checklist to Prepare Your School For a Successful Author Visit



- Identify one school staff person to be key contact person with author
- Confirm date/s for visit with author and school staff
- Confirm number of presentations, grade levels as well as group sizes for each presentation
- Reserve space for presentations where students come to author location
- Confirm tech. needs for space: projector, computer, screen, microphone if necessary
Author will bring flash drive for power point display.
- Receive and become familiar with documents author sends: author photo, book order form, school visit details, images of book covers
- Create schedule and communicate it with staff and author. Be sure to include author signing time
- Decide whether lunch with author for select students is something you would like
- Copy and send home **paper** copies of book order form with each student along with note explaining to parents the purpose of the order form
- Ask teachers to remind students often about deadline for returning book order forms (deadline can be the day of author visit)
- Order at least one copy (3 are recommended) of all of author's books and share them with staff/teachers so they can read them to their students in advance of visit
- Create a Buzz! Promote the event by using items author sends to create bulletin boards, hallway flyers, media center desk displays. Post to social media, school and classroom website
- Encourage teachers to share information from author website www.marybleckwehl.com with students ahead of visit
- Leave media cart near main entrance on day of event for author to use to transport items
- Sort student book orders by presentation groups on morning of visit or day before
- Assist with set up as necessary
- Have tech person on hand 45 minutes before start of first presentation for trouble shooting if necessary
- You made it! Thank you for organizing!

Mary