

Preparing for an Author Visit

- As far in advance as possible, please complete and return the provided itinerary or shared Google sheet with logistical information. Staying organized will make us all smile. ☺
- Read my books to your students in advance. This prior knowledge deepens connections.
- With your students, refer to the book pages on my website for teacher guides, interviews, book trailers, and additional content.
- Encourage students to prepare their questions in advance.
- Encourage crafts, art projects, readers' theaters, book-inspired writing projects, kindness challenges, fundraising efforts—anything that deepens reader connection.
- Offer pre-order sales of my books that can be autographed in person. I never require book sales, but they can be meaningful souvenirs for students. You can order my books (usually at discount) from local bookstores or directly from my publishers. A pre-formatted order form is ready for you on the author visit page on my website.
- Have students seated and ready for my presentation BEFORE the scheduled start time.
- Require that teachers remain throughout presentations to monitor student behavior, and so that they know the new and reinforced writing concepts and inspiration I will share.
- Unless otherwise arranged in advance, please have payment ready by the end of our day together.
- After our time together, I hope you will consider providing constructive feedback and a testimonial. Please also consider recommending me to other schools and libraries.

Please note that video and audio recordings are prohibited

Equipment and Logistical Needs

- A room large enough to physically and visually accommodate each group
- A table at the front where I can place my materials
- A computer, projector, and screen. I will bring my presentation in multiple media: on a USB/flash drive (preferred for use on your computer), on my MacBook Pro, and in Google Drive. Please provide tech assistance during setup to ensure that all works well.
- Microphone (please help me protect my voice)