



## Tips for Preparing for an Author Visit

- 🎤 **Itinerary:** As soon as possible, please complete and return the itinerary or shared Google sheet with logistical information. Staying organized will help the day run smoothly. 😊
- 🎤 **Familiarize:** Read my books to your students in advance. Prior knowledge deepens connections.
- 🎤 **Learn even more:** With your students, refer to the book pages on my website for teacher guides, interviews, book trailers, and additional content.
- 🎤 **Prepare questions:** Encourage students to prepare their questions in advance.
- 🎤 **Pre-visit anticipation:** Encourage crafts, art projects, readers' theaters, book-inspired writing projects, kindness challenges, fundraising efforts—anything that deepens reader connections to the story.
- 🎤 **Book sales:** 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. You'll find a pre-formatted student book order form on my website.
- 🎤 **Seating students:** Have students seated and ready BEFORE the scheduled start time.
- 🎤 **Teachers:** My presentations reinforce the curriculum while offering new writing concepts, so teachers should stay through presentations. Doing so also helps with behavior issues.
- 🎤 **Payment:** Thank you for having my payment ready on the day of my visit.
- 🎤 **Feedback and recommendations:** After my visit, I hope you will consider providing constructive feedback, a testimonial, and recommendations to other schools and libraries.

**\*\*Please note that video and audio recordings are strictly 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.)