

AUTHOR VISIT CHECKLIST

NOTES

- Target Age _____
- Date Range for Visit _____
- Projected Budget _____
 - In pocket _____
 - To raise _____
- Fund Raiser Ideas
 - Used Book Sale PTO
 - Penny & Change Drive Book Fairs
 - Local Business Sponsor Split cost w/ schools
- Local/Out of Town _____
- Skype _____
- Authors to Contact
 - _____
 - _____
 - _____
 - _____
- How Many Assemblies _____
- Contact Bookstore
 - Create order-form
 - Distribute order-form 4 weeks prior
 - Create follow-up email for parent
 - Order to bookstore 10 days prior
 - Fulfill/Organize orders for signing
- Order Books for Library
- Read Author's Books to Students
- Create Contest for Students
 - Essay
 - Poster
 - Screen-Free Time
 - Best Bulletin Board
- Email Author and include:
 - Directions with where to park and enter school
 - Confirmation of fee
 - Assembly times
 - Participation for contest, ex:
 - Roundtable with Author
 - Lunch with Author
 - Drawing Session if Illustrator
 - Food restrictions
 - Equipment needs
 - Number and age of students attending assemblies
 - Where the assembly take place - Gym? Library?
- Decorate school with students work about the Author
- Author name on outdoor marquee, special parking spot