

# Suggested Timetable for Author Visit

1-2 months before (at least):

- Start preparing students (continue this until Author Day!)
  - Read books to them during library time
  - Give books to classroom teachers to share with kids
  - Do reader's theater—perform for student body & me on Author Day!
  - Do activities listed under Teacher Tips on Susan's website
  - Have students visit Susan's website (make a fill-in the blank fun activity)
- Meet with principal to make schedule for the Author Day
  - Make sure classroom teachers will be there—don't schedule during "specials"
  - Leave 15 minutes (at least) between shows for moving kids in and out
  - Make sure venue is available and appropriate. Best—library; 2<sup>nd</sup> best—cafeteria, not so good—gym (cavernous—it echoes), kids behavior changes (play area)



5-6 weeks before:

- Send book order form home with students
  - Use the one on Susan website—revise as needed—be sure to note appropriate age
  - Offer books at discount rate—more families can afford—explain discount on form!
  - Send order form home twice if necessary (kids lose stuff)
- Notify local paper
  - Send copies of Susan's info and website address
  - Send schedule so they can send photographer on Author Day
- Invite central administration school board, etc. to attend—send schedule
- Locate a decent sound system with lapel microphone that is available for Author Day



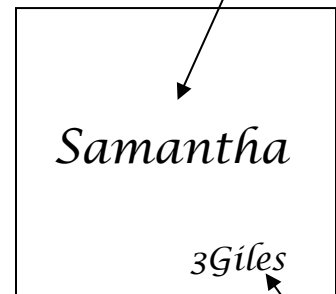
4-5 weeks before:

- Order books from vendor (order extras for last minute buyers!)
- Email back Author Confirmation/Invoice to Susan
- Request honorarium check so it will be ready on Author Day

Autograph name  
in large print

1-2 weeks before:

- E-mail or call Susan to verify arrival time, where to park, enter, etc.
- Double check schedule, venue, make sure custodians know
- Make lunch plans for author (no cafeteria food!)
- Go over proper audience behavior with students and teachers



Grade, teacher

Day before:

- Pick up honorarium check
- Have books ready to be signed with sticky note on front of each book (no rubber bands!)
- Make sure sound system, screen, low cart, extension cord, power strip, table are at venue

Author Day:

- Have water for author (also, maybe offer fruit, low fat muffin, coffee?)
- Place chairs for teachers BY THEIR STUDENTS (who will be seated on the floor)
- Bring iPhone/camera to photo students in skits

