

CHECKLIST FOR A SUCCESSFUL AUTHOR and/or ILLUSTRATOR VISIT

3-12 months prior to the visit

- contact the author/illustrator to schedule a date for the visit (discuss the guest's particular needs and requirements)
- put the author/illustrator visit on your school calendar (be sure it doesn't conflict with pictures, testing, field trips, etc.)
- obtain relevant materials from author/illustrator (confirmation, invoice, order forms, book-based curriculum tie-ins, etc.)
- purchase copies of the author/illustrator's books so that teachers and students can become familiar with their work

2-3 months prior to the visit

- create a schedule for the day (include breaks between sessions and a lunch break with down time for your guest)
- share the schedule with your teachers, principal and with the author/illustrator
- confirm that the vendor agreement and/or invoice are signed and being processed for payment
- offer news of the upcoming visit to your community via school newspaper, district newsletter, local paper, etc.
- encourage students to engage in activities related to your guest's books: curriculum tie-ins, special displays, etc.

1 month prior to the visit

- send book pre-order forms home with students
- confirm working status of any A/V equipment and consider the best use of your presentation space
- secure hotel reservation or other overnight accommodations for your guest, if necessary
- hang up author/illustrator book displays in the library and classrooms
- discuss important elements of the author/illustrator's books with your students
- encourage students to brainstorm questions they might like to ask during the Q&A portion of the presentation

1-2 weeks prior to the visit

- collect order forms for book purchases from students
- place book order with the author/illustrator, publisher or distributor (allow extra time if shipping is required)
- consider purchasing additional books to have on hand for students who may want to buy them after the visit
- determine lunch plans for the author/illustrator
- contact the author/illustrator with any final questions or concerns

1 day prior to the visit

- clean and prepare the presentation space (clear away furniture, set up screen, A/V equipment and chairs for teachers)
- make sure all checks, including the author/illustrator's payment are ready and available
- post the schedule in the presentation area where the author/illustrator may access it
- install any final welcome signs or banners
- try to reserve a parking space near the school entrance since most author/illustrators bring a lot of things with them
- remind your office of the visit so they can direct your guest to the proper room or contact you to greet them in the a.m.
- remind teachers to have their students arrive for the following day's presentations on time and ready to listen

The day of the visit

- enjoy!