

TIPS FOR PLANNING A SUCCESSFUL AUTHOR VISIT

In Advance of the Visit:

1. Get the students excited by letting them know that the author is visiting.
2. Read a couple of chapters of the author's book to the students.
3. Display the author's book in a prominent place where all the students may see it.
4. Have an art class make posters or banners welcoming the author.
5. Have a writing class write reviews of the author's book.
6. Talk it up. The more excited you are, the more excited the kids will be. And when the kids are excited, any message the author gives them will really hit home.
7. Most students will want an autographed copy of the author's book. Send home fliers a couple of days before the author's visit. Let the parents know that the author is coming and that this is a convenient time to get an autographed copy of the author's book.
8. Send home a book order form with autographing information on it. This helps expedite the autographing session if you plan to have one.
9. Contact the author a few days before the visit to let him/her know the exact format of the visit and to give specific directions to your school.

The Day of the Visit:

1. Make the author feel welcomed. Make sure someone is ready to greet the author and get him/her setup for the presentation.
2. Relax and allow the students to enjoy this time with the author.