

Suggested Timetable for Author Visit

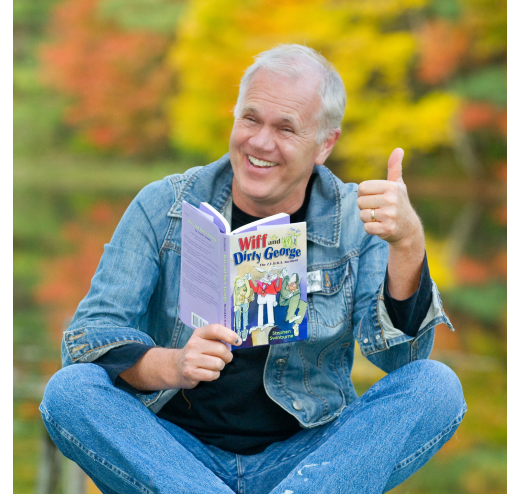
1–2 months before (at least):

□ 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 activities listed under Teacher Tips on Steve's website
- Have students visit Steve's website

□ 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; 2nd 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 Steve's 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 Steve'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 wireless handheld microphone with stand that is available for Author Day

4–5 weeks before:

□ Order books from publisher or Steve (order extras for last minute buyers!)

□ Mail or email Author Visit Contract to Heather Swinburne

□ Request honorarium check so it will be ready on Author Day

1–2 weeks before:

□ E-mail or call Heather to verify arrival time, where to park, enter, etc.

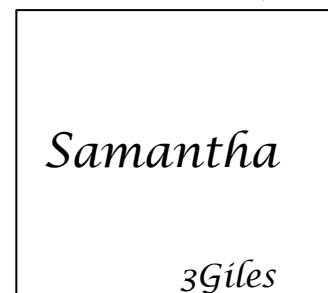
□ Double check schedule, venue, make sure custodians know

□ Make lunch plans for author; Steve likes big salads (no cafeteria food!)

□ Go over proper audience behavior with students and teachers



Autograph name in
large print



Grade, teacher

Day before:

- Pick up honorarium check
- Have books ready to be signed with sticky note on TITLE PAGE of each book
- Make sure sound system, screen, low cart, extension cord, power strip, table, and computer speakers are at venue

Author Day:

- Have cold water for author (also, maybe offer fruit, low fat muffin, good coffee?)
- Place chairs for teachers BY THEIR STUDENTS (who will be seated on the floor)
- Bring camera to photograph students and author
- Have a BLAST!

CONTACT INFORMATION FOR STEVE'S SCHOOL VISITS

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