

AUTHOR VISIT CHECKLIST

6 MONTHS BEFORE

- ADMIN PACKET TO PRINCIPAL
- DISCUSS WITH SCHOOL BOARD
- DECIDE BUDGET FOR VISIT
- SELECT PACKAGE THAT MEETS BUDGET
- CHOOSE DAYS AND TIMES
- SCHEDULE WITH AUTHOR
- ANNOUNCE IN NEXT NEWSLETTER

3 MONTHS BEFORE

- DELEGATE A TEAM TO ORGANIZE
- KEEP IN CONTACT WITH AUTHOR
- ORDER BOOKS FOR SCHOOL LIBRARY
- SHARE WITH TEACHERS AND STUDENTS
- NOTIFY PARENTS BY EMAIL/APP
- SYNC WITH CURRICULUM

1 MONTH BEFORE

- PRINT COPIES OF PARENT LETTER PDF
- SHARE WITH LOCAL RADIO STATION
- TEST EQUIPMENT (IF NECESSARY)
- LETTER TO THE AUTHOR LESSON PLAN

3 WEEKS BEFORE

- SEND OUT PARENT ORDER FORMS
- SEND THE AUTHOR INFO ON FACILITY
- SHARE ON FACEBOOK PAGE
- ESTIMATE ATTENDANCE

2 WEEKS BEFORE

- COLLECT ORDER FORMS
- SEND ORDER FORMS TO AUTHOR
- SHARE ANY SPECIAL REQUESTS
- INVITE LOCAL NEWSPAPER TO ATTEND

1 WEEK BEFORE

- POST FLYERS
- CREATE BULLETIN BOARD
- DISPLAY THE BOOKS
- PREPARE STUDENTS FOR EXCITEMENT

DAY OF

- SET UP
- INTRODUCE AUTHOR
- TAKE PHOTOS AND HAVE FUN
- CLEAN UP