

How to Prepare for a School Visit

Thank you for booking an author visit. Here's more information to help you better prepare.

ADMINISTRATIVE DETAILS

To officially book your event and secure the date, please complete and sign a Contract/Booking Form. The form can be found in my Author Visit Packet online at

<http://www.maryannfraser.com/author-visits.html> Make sure that any paperwork (w-9's, invoice requests, etc) are sent at least three weeks prior to the event.

SCHEDULE, SPACE, AND TECH NEEDS

Typically, you should allow 30 minutes for PreK – K, 45-50 minutes for grades 1-4, and 50-60 minutes for 5-6. It is important to remind teachers to arrive on time and to get their students seated so that the presentation can begin on time. Also, please allow room for an aisle down the middle so I can walk through the audience. I use a projector for large group assemblies, so it is important that the space can be darkened. I require the following equipment: **a 4-6' table, a large screen, a hand-held or clip-on microphone, a digital projector.** (if a projector is not available, I can provide one if I know in advance.)

BUILDING EXCITEMENT

There are several things you can do to prepare for the big day.

- First is to familiarize the students, teachers, and librarian with my books. The more familiar people are with me and my books beforehand, the more engaged they will be the day of my visit.
- Check out the Teacher Resources located on my website, www.maryannfraser.com.
- Send home flyers so parents can talk to their children about books and authors.
- "Advertise" the visit on your marquee. Hang up welcome signs and reserve a parking space for the author on the day of the visit. This will help parents get excited.
- Create posters to decorate the school.
- Do school-wide book related activities.
- If you have other special happenings going such as hat day, Dr. Seuss's Birthday, etc., please let me know in advance so I can join in the fun.

ORDERING BOOKS

You are not required to sell books, but typically students, families, and staff will want the opportunity to order books and have them personalized. There are two ways to handle sales:

1. The school may decide to sell the books directly to the students and receive discounts. Since this involves a fair amount of work and organization, it is best to assign this task to a faculty, staff, or parent volunteer. 4-6 weeks prior to my visit send home a flyer and book order form. Both are available from my Author Visit Packet. Once order forms have been returned, call the publishers directly at least 2 weeks in advance to receive prices and possible discounts and to place your orders.
2. The school may coordinate with a local bookstore to order and deliver the books. It will take the load off of you and supports a business within your community. Many booksellers will also send a volunteer to help run the autograph session. You can find a list of independent booksellers in your area by entering your zip code at www.indiebound.org.