

Author/Illustrator Checklist for Success

Pre-Visit

- Promote the author visit – hang up several of the “Coming Soon to this School” promotional posters around the school
- Include the pending visit in your school newsletter, online and send a promotional blurb to the parents
- Show the kids the books and read them the front and back cover of each as well as at least the “Origins” chapter (it is the same in each book). This lets them know what the book is about and who the characters are – do this as close to the actual author visit as possible so it is still fresh in their minds when he arrives.
- Make copies of the Natural Forces book order forms for them to take home after his visit
- Reserve one common area such as a library or large classroom prior to the visit with space to display three large 24x36 mounted posters that the author brings and a dry-erase board for him to write
- Schedule the 4th and 5th grade classes as close as possible and double-up classes attending (optimal class size is 40-60 and optimal time is a total of 50 minutes)

Post-Visit

- Provide every child with a book order form and instructions (give them two weeks to take the book orders home and return them – mark the date on a calendar and remind the kids as the date approaches)
- Collect all order forms and payment from the children who ordered books and mail complete package to Media Uprising
- Expect a 2-week turnaround time to process the order and receive delivery of personally autographed books to the kids (as well as free posters to those who order all three books)
- Please recommend the author to a peer at another school if you enjoyed the visit and the kids like the books!