



I've Scheduled an Author Visit with Patricia Newman: Now What Do I Do?

The key to a successful event is preparation! There is no such thing as starting too early to be sure my visit becomes a genuine connection with your students--my goal is to supplement your curriculum, not distract from it. I hope to leave your students inspired to create their own work and with a deeper understanding of my process from idea to publication.

After booking the date, you must make some decisions:

- What type of program do you want—small groups or assembly presentations?
 - I do both, but will need to know the following for each group you would like me to address:
 - How many students in each session?
 - What grade level(s)?
 - What topics would you like me to cover—please refer to my list of presentations on my website (<http://patriciamnewman.com/schoolVC.html>)
 - Where will the presentations take place?
 - Is A-V equipment available? Generally I need a LCD projector, a screen, a table, and a microphone for large groups (clip on works best, but I can make hand-held work, too).
- Is my visit part of a week-long reading event? If so, how do the two relate?
- If I am not local to your area, is there a neighboring school willing to host me as well, thereby splitting travel and lodging expenses?
- Will you have books available for me to autograph to your students?
- Will you use the book sale as a fund raiser to offset the cost of the author visit?

How to make our time together meaningful for students and staff:

- Complete a schedule that you share with your administrator and me, taking into consideration lunch times and recess times.
 - Once the day's schedule is finalized, please send it to me so I can forward you my contract.
 - Please tell me whether I will be having lunch with staff or students and if lunch will be provided.
- Encourage staff to read my books in their classrooms. Discuss the content and illustrations. Lesson plans are available on my website if you would like to integrate the books into your curriculum.
- Share biographical information about me with the students, staff and parents.
- Publicize the event in your school newsletter, acknowledging where your funding came from.
- Encourage parents to attend the author visit.
- Make a display of my books in the school and encourage parents to peruse them prior to my visit.

- Follow-up with additional newsletter articles as the day of my visit draws near.
- Invite your administrator to attend a session and perhaps even introduce me to the students.
- Plan a week of innovative events to correspond with my visit:
 - Deliver daily PA announcements regarding reading topics; invite students and staff to deliver these announcements
 - Sponsor a bookmark-making contest
 - Cover classroom doors to look like book jackets
 - Videotape students sharing book reviews of my books and play them on classroom TVs
- Inform your local public library of my visit. Perhaps they can partner with you for an evening program for parents.
- Consider offering my books for sale to the students and staff for autographing.
 - I have an order form you can send home with students to pre-order books. Send these forms out in a timely manner, and plan to send them out multiple times.
 - Many of the schools I have visited have had great success working with Barnes & Noble and running the author visit through their Book Fair program. Contact your local Barnes & Noble Community Relations Manager.
 - If Barnes and Noble is not an option, consider an independent bookseller in your area.
 - Books can also be ordered through my publisher.
 - When books arrive, make sure they are tagged and ready for me. Be sure to set aside a specific time for me to sign them on the day of the visit. I regret that I cannot sign students' slips of paper.
 - If a student already owns my books, encourage them to bring them in to school on the day of my visit to have them signed.

Final tips for the day of the event:

- Celebrate Author Day with a welcome banner or a delegation of students to escort me.
- Provide me with a bottle of water.
- Set up the AV equipment ahead of time and test it.
- Ensure that teachers are seated with their students during my presentations. The author visit coordinator should always be present to ensure things are running smoothly and according to schedule.
- Ensure that my honorarium is prepared in advance.
- Double check that all books are signed prior to my departure to alleviate unnecessary tears.

Questions? Please email me at newmanbooks@live.com.