

# Checklist For An Excellent Author Visit

- The whole school is excited about the event
- The event is well-organized, with everyone having a clear understanding of expectations and purpose
- Teachers talk it up beforehand and the kids have done some related project(s)
- Kids know about the author/illustrator and have read their work
- Teachers are fully engaged in the presentation - attentive, not grading papers, in control of students
- The author is picked up from the hotel so they know someone ahead of time and don't get lost on the way to the school
- Greeter(s) are assigned to the author to escort them from place to place
- The author is introduced to the administration/staff
- There is a printed schedule of events with specific details
- The schedule is followed
- Equipment has been set up, checked, and is ready for use
- There's scheduled time to sign books that have been pre-ordered
- The school has bought a few of the authors books to give away as prizes
- The author's needs have been attended to (bathroom breaks, lunch, water, etc)
- The author gets paid at the end of the day
- Students have notebooks, pencils and questions prepared to ask the author
- Feedback after the event to the author and to the organizers/volunteers