

🌐 Checklist for a Successful Author Visit

with Debbie Dadey ©

Author Visits are special events for children, teachers, parents, and your community. The opportunity to meet a best-selling author and discuss the writing process brings reading and writing to life! Please use the following checklist to help plan a "successful" author visit for your organization, but relax Debbie is a nice person.

Check when complete	Person in charge:	Complete before the visit (page 1 of 2)
		Contact the author, at least <u>6 weeks prior</u> to her visit, to coordinate and schedule travel and hotel arrangements as required. Remember to include <u>travel</u> , <u>lodging</u> , and <u>meal</u> arrangements in your planning. All expenses are the contractual responsibility of the hosting organization. (Note: In the event of incurred expenses which require a "reimbursement" payment to the author, these expenses should NOT be included and reported as "income" on year-end IRS-1099 tax forms issued to the author.)
		Send home with students the author letter that comes with the activity packet and an order form. Or make arrangements for a local bookseller to provide books. Instead of placing orders, you may select to buy a quantity of books for students to select from, returning any not purchased.
		If an overnight stay is required please reserve accommodations at a <u>well-maintained, safe</u> hotel (not ground level) which includes appropriate dining facilities . Pre-arrange with the hotel management for payment of all hotel charges, including meals and incidentals as required. Debbie requires a non-smoking room.
		Notify Debbie if there are specific topics you would like her to discuss during her presentation. <i>*** Note, Debbie's Presentations are Copyrighted and may NOT be recorded visually or aurally or retransmitted in any form.</i>
		Remember to include appropriate time in your scheduling for a book signing. You can estimate an average of 30-seconds per book for signing and a brief conversation with each child having a book signed. For example, 100 books for signing will require additional time of approximately 1-hour during the day. (Debbie's hand would greatly appreciate it if students knew that she will only sign her books, not slips of paper.)
		Book airline tickets, if needed. Debbie prefers aisle seats and United Airlines.

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Check when complete	Person in charge:	Complete before the visit (page 2)
		If you have a large number of books for signing on the day of the event, contact the Debbie <u>prior to the visit</u> to coordinate an alternative plan that ensures each student's book receives an autograph.
		Send a "press release" to your local bookstores, libraries, newspapers, radio and TV stations announcing the upcoming visit.
		Provide opportunities for readers to read the author's books before the visit. Activities for teachers to use with students can be found on the teacher's section at debbiedadey.com . An author of the month bulletin board is also in the teacher's section. Encourage students to visit www.debbiedadey.com .
		Books may be purchased at a 40% discount through the publisher, special arrangement with your local bookstores, or other outlets of your choice, e.g., Amazon.com, etc. -- Note: Scholastic books may be ordered at an event-discount rate at: http://www.scholastic.com/authorvisit (click on the link "Ordering Books For An Author Visit"), or by contacting Scholastic Customer Service directly by phone at 1-800-SCHOLASTIC . Refer to http://www.debbiedadey.com/Events/Scheduling/
		Distribute to teachers and media staff the provided Activities Packet, which will be sent to your organization's contact person a few weeks prior to the Debbie's visit. The Activities Packet contains classroom activities, autographed bookmarks which may be photocopied and distributed to the children, and other useful information.
		Use classroom sets of Debbie's book SERIES ("Bailey School Kids", "Bailey School Kids Junior Chapter books", "Ghostville Elementary", "Swamp Monster in Third Grade", "Bailey School Kids Junior Chapter Books", "Keyholders" (Spring 2009), and the "Barkley's School For Dogs") as an integral part of the student reading curriculum.
		Interest children in reading by displaying the author's books in the library or in display cases by the entrance. Bulletin boards (don't forget the author of the month bulletin board on Debbie's website) can add to the fun. Some schools make life-size dioramas to bring books to life.
		Decorate classroom doors and bulletin boards with activities related to Debbie's visit. Welcome banners are ideal.

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Check when complet	Person in charge:	Complete during visit
		If the author is traveling by plane, please provide a representative to meet the author at the airport baggage claim. The representative should hold up a sign with DADEY.
		Debbie needs transportation to and from the hotel or directions if she is driving.*
		Please provide cold bottles of water, a PA system with a hand-free mike-tested and ready for use with fresh batteries, and a large table for Debbie's projector.
		Designate a helper to greet Debbie and escort her throughout the day.
		Provide appetizing and nutritious meals, in a quiet area. Debbie likes a nice green salad with ranch dressing and chicken (no onions or peppers please).
		Plan for a few minutes of break time between sessions to allow time for large groups to move in and out of the room.
		Prepare young readers for "attentive listening" by clearing their desks, tables, and personal space of work, toys, and other distractions.
		Teachers should remain with students, sending a signal to students that this is an important event by not chatting or grading papers.

*** If Debbie is traveling by CAR:**

- **Provide detailed and accurate driving directions with specific street addresses of the event(s) and hotel. Include precise mileage (to the 1/10 mi) between route changes, prominent landmarks and turns, via the most direct route using major roads (interstates, state routes.) Please avoid small roads (county routes, residential streets, etc) and "shortcuts" where possible.**
- **Reserve a "guest" parking space and parking permit (if required) for the author's vehicle.**

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After the Visit

- **Thank you!!** If you enjoyed Debbie's visit and presentations please tell your friends and associates who may also be interested in hosting an Author Visit for their school, library or organization!

Reminders:

- **PAYMENT:** Please have payment prepared in advance of the author visit. All payments to Debbie Dadey are **DUE ON THE DAY OF** and at the conclusion of each participating organization's event(s). Payment includes all appearance/presentation fees and reimbursements for all incurred expenses. It is understood that some reimbursements may be need to be made within a few weeks.
- **Copyright Notice:** THE ENTIRE CONTENTS OF THE AUTHOR PRESENTATIONS ARE COPYRIGHTED. NO PORTION OF THE PRESENTATIONS MAY BE RECORDED EITHER VUSUALLY OR AURALLY, COPIED, REPRODUCED OR RETRANSMITTED BY ANY MEANS WITHOUT THE PRIOR EXPRESS WRITTEN PERMISSION OF THE AUTHOR.

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