

Sample Presentation Schedules

Full Day

- 8:30 AM Arrive and set-up
- 9:00-9:45 First presentation (Grades K-1)
- 10:00-11:00 Second presentation (Grades 2-3)
- 11:00-12:00 Lunch and book signings
- 12:15-1:15 Third presentation (Grades 4-5)
- 1:30-2:30 Fourth presentation
- 2:30-4 Finish signing books/Meeting with staff

A Few Other Things:

1. Since I tailor each of my presentations to meet the needs of the particular age level attending, it is important that each group consists of students who are roughly the same ages. Ideally, I prefer to work with smaller groups for the intensive writing workshops but am happy to have bigger audiences for the other workshops. In order for me to more effectively lead discussions and activities with the students, I require that teachers and aides attend the workshops.
2. A visit is more successful if the students are well-prepared. If they are familiar with my books, students are more likely to be excited about the visit and participate more. I encourage teachers and librarians to use my books in the classroom before I visit. I am happy to share some activities which other schools have used in preparation for their visits.
3. Prior to my visit, I will be in touch about the kind of supplies that I need for my presentations. Here are some things I often request:
 - Large screen
 - Microphone (if in auditorium or large space)
 - 2 display tables up front or a stage
 - Water

Funding:

As a former teacher, I am certainly aware of the constraints placed on school budgets. If you've already checked with your school library's budget but don't have the funds for an author visit, here are a few suggestions of where to seek funds:

1. Ask the PTA or the PTO to support the event.
2. Does your school system have any District Title I money that could be used for a literacy program that meets curriculum standards?
3. Try applying for a grant. Some possible finding sources include the following:

- Your State Humanities Council or State Council on the Arts
- Your local Reading Council or State Reading Association
- Local service organizations such as the Rotary Club, Lions, or Kiwanis
- National Endowment for the Arts
- Local businesses