

THINGS TO DO IN ADVANCE

Thank you for inviting me out to your school! Here are a few suggestions prior to my visit.

Tell the students the author is coming. You don't have to roll out a red carpet but DO make the kids aware of the upcoming author appearance starting at least a month in advance. Put the author's books on display in the school library. Put a display of book covers up in the hallway. You can also buy posters at <http://www.zazzle.com/jupiterchronicles>. This would help the author more than you know!

Have classes think up questions to ask the author.

Arrange for the students on the school news to interview the author. If possible, place the author's website on the video for future use and reference.

Call the local newspaper (or school communications). Maybe they'll send a photographer to cover the event. If they don't, take pictures yourself and submit them.

If the author writes about a specific subject, **make it into a theme day at school.** *Jupiter Chronicles* has robots in it. Have the girls dress up in Steampunk attire (Google: *steampunk attire*) and the boys create their own robot costume.

Talk it up. The more excited you are, the more excited the kids will be.

Lunch with the Author can be set up in the library. If you prefer the author make his own lunch plans, let him know in advance. The worst idea is to make no arrangements at all and simply tell the author to go get something to eat and come back later.

If the author will be giving multiple presentations, **try to do them at one location.** It's difficult to move equipment from room to room quickly to set up for successive talks.

Don't expect the author to discipline students. Some kids are going to act up. If a student is disruptive, have someone step in and take care of the situation. Have the teachers present during the program.

Invite educators from neighboring schools to watch the presentation. If the author is good, write him a letter saying so. It can be used to get future bookings.

Tell other principals, librarians, and teachers about a successful visit. And keep the kids informed when the author's future books are published. These are a few things you can do that the author will **really** appreciate.

TO SELL OR NOT TO SELL

The main reason for the visit is to promote literacy and creativity. If it is against school policy to sell books, please notify in advance but please give students an opportunity to get the author's books by giving them the website (<http://leonardoverse.com>). If it is not against policy, take orders in advance of the event and collect the money ahead of time to allow the author to spend more time with the children.

AFTER THE VISIT

Have the kids write about the visit, or write a class letter to the author. I **LOVE** these and keep every single one!