

Plan for a Successful Author Visit
Lindbergh School
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Faculty

Previous year:

Look at potential authors with the Author Committee and decide on one

Look at the possibility of sharing the author with another school or district. Find out testing dates and let parents know which days will work out the best.

September or October:

Let teachers know information about the author. Give an overview of books at a faculty meeting

Order 3 of every title with PTA funds (up to \$500)

November or December:

Make a synopsis of each of the books, especially “chapter books” and give to intermediate teachers, in case they want to use them as “read alouds” or for literature circles.

2 months before Author visit:

Encourage teachers to use books by the author.

Make a booklet with pertinent information about the author and his/her books. A committee can do this. Include activities to

Parents

Previous year:

Look at potential authors with the Author Committee and decide on one.

September or October:

Find out the best way to order books. Dealing with one or two vendors is recommended. Consider availability, time frame, discount, return policy etc. Make a list of which books will be available to the students. Share the list with the library media specialist.

November or December:

Deal with permits and work orders that would go to the principal and/or custodial staff.

2 months before Author visit:

Give “booktalks” to students and teachers about the book that will be for sale so they are aware of the titles available for purchase. Parents should be very familiar with the books they are presenting. Several parents can

go along with the books.
Distribute to grade level chairs
(with enough for everyone) and
staff.

Ask parents to give “booktalks” to
students and teachers so they
are aware of the titles available to
them. The sign up sheet should
be in the Main Office 2 weeks in
advance, so teachers can find a
convenient time to attend.

Ask the art teacher if she is
willing to connect her art lessons
to the themes of the books the
author has written. The finished
products make great decorations
for the bulletin boards, hallways,
library media center and
cafeteria. These should be up 2
weeks before the day of the visit.

One month before the visit:

Encourage teachers to make
bulletin boards for the halls.
Be sure books are being
distributed and shared.

A Committee member should
write an article for the PTA
newsletter.
Borrow books by this author
from other schools in the district.

Have a meeting with the Author
Visit Committee to select a theme
and delegate jobs:

- Invitations
- Public Relations
- Preparing the Author Booklet
- Breakfast details
- Contact cafeteria manager to
keep her up to date on the plans
- Decorations (not all up to the Art
Teacher)

share this responsibility and do it
in two or three days.

Distribute order forms at this
time. The form should include
the name if it is to be
autographed. Send letter and
form to recent retirees! You can
get addresses from Kathy or in
the Office. Be sure to allow 8
weeks for shipping.

Give updates to parents at PTA
meetings.

One month before the visit:

Work with the faculty member of
the Breakfast Committee to plan
the breakfast. Ask parents to
sign up to bring goodies.
Teachers can bring the hot items
(because they get to eat them!)

Buy paper products that go with
the theme (plan for about 75
guests)

Correspondence – schedule on the back of the menu, notes to parents etc. All correspondence must be approved by the principal.

- Give weekly updates to grade level chairs

Ask Tech Services for use of the good microphone.

Put up decorations in the library media center

Look at news releases and invitations before they are sent out.

Double check on all the committees and their progress.

Send invitations to:

- Superintendent (1)
- Administrators (3)
- Elementary principals (8)
- Elementary program supervisors (4?)
- Elementary LMSs (8)
- Recent retirees
- Public librarians

Last minute:

See that stage/ LMC is neat & clean

Check that equipment is here and functioning.

PR committee should fax the info again the day before the visit.

Plan lunch choices(who? what?)

A Week or Two Before the Visit

Check book orders for accuracy and condition when they arrive from the publisher.

Make copies of the order forms.

Insert name to be autographed on a “sticky” on the title page.

Save invoices and packing slip.

Get framed picture ready for author to sign

Last minute:

Ask the custodians to set up two tables outside the LMC to sell books on the day of the visit.

Get _____ helpers to help sell books on the day of the visit. Have cash box & extra order forms to check prices easily.

Order lunch for the author

Arrange for transportation
(airport...hotel...dinner(?)...
school)

Take books to hotel for the
author to sign as soon as he/she
arrives in Buffalo.

Provide bottled water.

Set up books to be autographed
in the LMC.

Be sure camera is ready.

Tour the school with the author
to see bulletin boards, writing
projects, artwork etc.

After the visit:

Block off the following day to tie
up loose ends.

Call BOCES to tell them all went
well and they can send the \$500
payment to the author.

Thank you note to the author.

Thank you note to the PTA.

Thank you note to the members
of the Author Committee.

PR Committee writes article for
District newsletter and PTA
newsletter.

Put pictures and info on
Lindbergh website.

After the visit:

Have parent volunteers organize
books the next morning to be
distributed to the students. It is
a good idea to have copies of the
order forms to check any
discrepancies.

Return unsold books.

Pay the bill for the books AFTER
the rest of them are returned.

*Rest and relax after a
job well done!!!*