



Before the Visit...

- Think of it as a workshop rather than a reading.
- Review “Teachers Guides” of books in your genre for ideas for presentations, activities, etc.
- Connect with the teacher/librarian to ensure students have read your book(s) and prepared questions, and to establish focus of presentation.
- Prepare presentation – slides, props, related activity/writing exercises.
- Prepare any book-related giveaways – bookmarks, fun facts, etc.
- Choose a section of the book to read from (generally 1-3 pages.)
- Remember to pack...
 - ___ Your favorite pen(s)
 - ___ Water
 - ___ Hand sanitizer
 - ___ Presentation materials: your slideshow on a thumb drive and/or laptop, power cord, adapter, portable speaker, etc.
 - ___ Giveaways and/or any materials related to activities

During the Visit...

- If reading, introduce the book before you begin: title, author, illustrator, any other pertinent information or facts.
- Stay tuned to the dynamics of the group/room. Be prepared to be flexible – cut it short, read more, invite participation etc. as needed.
- Invite questions from the students. Be *honest* with your answers.

After the Visit...

- Offer to sign books (if students have obtained copies).
- Provide an evaluation form for the teacher to assess the presentation, offer suggestions and provide an endorsement quote
- Send a thank you note!