



# **Author Visit Packet for Schools**

# **Author Visit Packet**

## **Contents**

Page 2 – Table of Contents (this page)

Page 3 – Visit Checklist & Timeline

Page 4 – Author Visit Agreement

Page 6 – Invoice

Page 7 – Book Ordering Information

Page 8 – Book Order Form (for students)

Page 9 – Evaluation Form

Page 10 – Backpack Flyer / Poster (also available digitally)

Page 11 – Author Bio

Page 12 – Testimonials

# Author Visit Checklist (for Schools)

For Author Visit with:

Visit Date: \_\_ / \_\_ / 20\_\_

---

## Timeline:

### **Upon Agreement of Terms / As Soon as Possible:**

- ☐ Send signed agreement and deposit to Author

### **6 Weeks Before Author Visit (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Send home/email Backpack Flyer
- ☐ Email author to confirm visit schedule

### **5 Weeks Before (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Send home book order form

### **4 Weeks Before (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Send home book order form again

### **3 Weeks Before (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Students should be reading Author's books & visiting Author's website
- ☐ Order books for book sale

### **2-1/2 Weeks Before (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Post flyers around school and send home
- ☐ Confirm author transportation requirements, parking info, security passes, chaperone and any special needs

### **Day before Visit (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Make sure agreed upon equipment is available and in working order
- ☐ Arrange security pass, parking, chaperone etc. as needed for Author
- ☐ Have students prepare written questions for Author

### **Day of Visit (Date: \_\_ / \_\_ / \_\_ )**

- ☐ Provide students with name tags
- ☐ Make sure Author is met, given security passes and escorted throughout visit
- ☐ Provide bottled water for Author
- ☐ Provide breaks for Author (if visiting more than one group)
- ☐ Facilitate book sale / signing
- ☐ Have Author sign extra books for absent students or those who have not pre-ordered

### **After the Visit: (preferably the same day or the day after - Date: \_\_ / \_\_ / \_\_ )**

- ☐ Complete and return Author Evaluation form to Author at: \_\_\_\_\_

# Author Visit Agreement

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This letter confirms that \_\_\_\_\_ will visit  
(Author's Name)

\_\_\_\_\_ on \_\_\_\_/\_\_\_\_/20\_\_\_\_ .  
(Name of School)

This signed agreement **must be** received by Author no less than **4 weeks** prior to visit.

In signing this letter, the school agrees to:

- ☐ Prepare students for visit, including reading Author's books, visiting Author's web site and preparing questions in advance.
- ☐ Pay Author honorarium of \_\_\_\_\_ in advance of visit.
- ☐ If weather or illness causes a cancellation, Author visit will be rescheduled at convenient date for both parties.
- ☐ Forfeit deposit if school cancels the visit and is unable to reschedule within one year.
- ☐ Obtain permission from Author ***in writing*** if videotaping or recording the presentation in any way, and provide Author with copy of recording or photographs.
- ☐ Provide any necessary releases for author use of photographs or video.

**Type of Visit:** (*circle one*) **In-Person** / **Virtual** (Skype, Google+ etc.)

## **For In Person, School-Based Visits:**

- ☐ Email Author the visit schedule with grade levels **at least 3 weeks** in advance.
- ☐ Email directions to school from Author's home/hotel **at least 2 weeks** in advance.
- ☐ Provide a classroom or presentation space that includes the following **checked and/or circled** items (set-up requirements):
  - \_\_\_ Projector
  - \_\_\_ Projection Screen
  - \_\_\_ Mac / PC Computer with Powerpoint Capability
  - \_\_\_ Blackboard / Whiteboard
  - \_\_\_ Easel
  - \_\_\_ Large Drawing Pad / Flip Chart
  - \_\_\_ Author Chair
  - \_\_\_ Podium
  - \_\_\_ Microphone
  - \_\_\_ Speakers
  - \_\_\_ Sound System / CD Player
- ☐ **Book Sale Component.** (If book sale/signing is included, please order books in time to be received by date of visit. In the event that any books must be sent to author for signing *after* visit, school must provide SASE &/or reimbursement to author.)

- ☐ **Please provide each child with a name tag**, with name written in large black marker – this is important!
- ☐ **If accommodations, transportation or meals** will be provided, please attach separate sheet with details.

**For Skype / Virtual Visits:**

- ☐ Internet Service you will be using (Google+, Skype, etc.) \_\_\_\_\_
- ☐ Rehearsal Schedule (signing on, sound, speed, classroom set-up)

- 
- ☐ Set-Up Requirements (Seating can be vital for a successful visits!)

---

**Description of presentation(s):** *(i.e. one 60-minute assembly **plus** one 30-minute booksigning, or 2 x 45-minute classroom visits for Grades \_\_\_\_\_, etc.)*

**Grade Level of Students:**

**Number of Students:**

**Length of Presentation:**

**Topic:**

Please scan and email signed and dated agreement to Author at \_\_\_\_\_

Hard copies can be mailed to Author at \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

School Telephone \_\_\_\_\_

School Contact Person \_\_\_\_\_

School Contact Cell \_\_\_\_\_ Email \_\_\_\_\_

Signature of Principal \_\_\_\_\_

# INVOICE

---

**DATE:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**TO:**

**SCHOOL / ORGANIZATION:**

**RE:** Author Visit

**DATE OF SERVICE:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**AGREED UPON SERVICES / EXPENSES:**

Honorarium: (50% due on signing; balance due on day of visit)

Travel Details/Expenses:

Accommodations:

Meals:

**TOTAL AMOUNT DUE:**     \$\_\_\_\_\_

---

**PLEASE MAKE CHECK PAYABLE TO:**

Name:

Address:

Author's Social Security Number / Federal ID / EIN:

**Thank you.**

# Book Ordering Information

**(\*CUSTOMIZE THIS PAGE WITH YOUR OWN TITLES & ACCORDING TO HOW YOU PREFER SCHOOLS TO HANDLE BOOK SALES, ORDERING ETC.)**

Book ownership is an invaluable way to promote reading for kids... and owning a book that has been signed and personalized by an author exponentially reinforces that message by connecting reading with pleasure and pride. It's also a great way to extend the value of an author visit beyond the day itself. Librarians often find their students are keen to read an author's books long after the author visit has ended.

Below is a list of my book titles and options for ordering books in preparation for our author visit:

**TITLE #1**, Publisher, ISBN #, Age Range/Grade Level. A sentence about the book.

**TITLE #2**, Publisher, ISBN #, Age Range/Grade Level. A sentence about the book.

**TITLE #3**, Publisher, ISBN #, Age Range/Grade Level. A sentence about the book.

## Ordering Options

1. **Your Local Bookstore** – One of the best ways for schools to manage book sales for author visits is to **partner with a local independent bookseller**. Local bookstores often provide discounts for bulk orders, and will usually take care of the ordering and returns for a school. They may even manage the entire sale on site, meaning they will bring the books, set up and manage the sales table, pack up afterwards, etc.
2. **Order from the Publisher** – Publishers generally offer books for school visits at a deep discount. Use this option if you wish to maximize savings and don't mind unpacking and sorting books and repacking and returning those that are unsold. Below is the contact information to order books directly from my publisher.

*Publishing House:*

*Contact Info:*

3. **Order from Amazon** - For schools that are located in remote regions or that are short on time, this may be the best resource.
4. **Purchasing directly from the Author** – Authors seldom stock copies of their book in bulk and may only be allowed to provide books for sale if they are self- or independently published. That said, they can sometimes provide books for sales or assist with the ordering. It never hurts to ask!

# Author Visit Book Order Form

**For schools to send home with students to pre-order books.**

(*Name of Author*) is coming to our school! This is a unique opportunity for students to get a book signed and personalized by its Author. Signed books also make one-of-a-kind gifts! Please refer to the accompanying list of titles and indicate choices below.

**IMPORTANT: Return order form & check to classroom teacher by \_\_\_\_/\_\_\_\_/20\_\_\_\_**

<u>Book Title</u>	<u>Format</u> (Hardcover/Paperback)	<u>Quant.</u>	<u>Cost</u>	<u>Total</u>
Title 1:				
Autograph to:				
Title 2:				
Autograph to:				
Title 3:				
Autograph to:				
Title 4:				
Autograph to:				
<b>Total Order Amounts:</b>				

Please make check payable to: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_

Parent's name, address, & email: \_\_\_\_\_

\_\_\_\_\_



# Author Visit Evaluation Form

Your feedback helps me to better serve students, teachers, librarians and others who love books and host author visits. **Thank you in advance!**

Your Name (Optional):

School or Event Name:

Please mark your assessment of each applicable aspect of the Author Visit:

---

<b><u>Assemblies:</u></b>	Best Ever!	Better than Expected	OK	Disappointing
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

<b><u>Writing Section:</u></b>	Best Ever!	Better than Expected	OK	Disappointing
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

<b><u>Classroom Presentation:</u></b>	Best Ever!	Better than Expected	OK	Disappointing
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

**Suggestions:**

Please consider providing a testimonial below for the Author (include name, title and name of school):

**Thank you! Please return completed evaluation form to:**

**SAMPLE BACKPACK FLYER – CREATE YOUR OWN & REPLACE THIS  
WITH YOURS**

**(Your Name)**  
**is coming!**

Insert jpeg(s) of  
your book(s)

Insert your photo

**Visit the library and read his / her books!**

**Learn more at: (your website address)**

**Prepare your questions!**

**(Your Name) will be here \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

## SAMPLE BIO PAGE – CREATE YOUR OWN & REPLACE THIS WITH YOURS



**EMMA WALTON HAMILTON** is a best-selling children's book author, editor and educator. She has co-authored over twenty five children's books with her mother, Julie Andrews, eight of which have been on the New York Times best-seller list, including *The Very Fairy Princess* series (#1 NY Times Bestseller); *Julie Andrews' Collection of Poems, Songs And Lullabies*; the *Dumpy the Dump Truck* series; *Simeon's Gift*; *The Great American Mousical* and *THANKS TO YOU – Wisdom from Mother and Child* (#1 NY Times Bestseller).

Emma's own book for parents and caregivers, *Raising Bookworms: Getting Kids Reading for Pleasure and Empowerment*, premiered as a #1 bestseller on Amazon.com in the literacy category and won a Parent's Choice Gold Medal, silver medals from the Living Now and IPPY Book Awards, and Honorable Mention from ForeWord Magazine's Best Book of the Year.

Emma is a faculty member for Stony Brook Southampton's MFA in Creative Writing and Literature Program, where she teaches graduate courses in writing children's literature and serves as Director of the **Southampton Children's Literature Fellows** certificate program and the annual **Children's Lit Conference** in July.

She is also the creator of [Just Write for Kids](#), [Just Write For Middle Grade](#) and [Just Write For Young Adults](#) home study courses in writing children's books, as well as other online resources for aspiring children's authors, and she works as a freelance children's book editor.

To find out more, please visit <http://www.emmawaltonhamilton.com>.

**SAMPLE TESTIMONIALS PAGE – CREATE YOUR OWN & REPLACE  
THIS WITH YOURS**

## **Testimonials**

“Emma presented an incredible Skype session for my Seventh and Eighth Grade students. Over the years, I have been able to host several special presentations for my students. However, I have never completed a presentation and then had 103 middle school students gaze at me with a look of wonder, having several of them grin and whisper, “Wow”. Many of them came up to me afterwards and said how “cool” it was, thanked me, and asked if we could do it again next year.

Emma truly had their attention for the entire time! She drew the students in, through her presentation, and through listening to and commenting on the students’ own poems and questions. I highly encourage all educators to contact Emma about a Skype session!” - *Denise Corcoran, Vestal Middle School, Vestal, NY*

“Emma Walton Hamilton provided a heartfelt presentation that all found meaningful and useful. Her presence was real, inspiring, comforting... She made a lasting impact.” – *Sarah Starr, Childcare Resources of Indian River.*

“Emma Walton Hamilton was the commencement speaker at our high school graduation, and spoke to an audience that encompassed 1100 parents, faculty and community members and 160 students. Her speech was motivating, moving and insightful. Her delivery was passionate and exciting. She immediately connected with the audience and left them inspired them to dream!” – *Dr. Nicholas Dyno, Principal, Southampton High School*

“Emma Walton took us on a joyful and inspiring journey... Through discussion and video, Ms. Walton’s presentation was stimulating — with just the right combination of information, storyline and multimedia.” – *Carol Brown, Eastern Suffolk BOCES*

Emma’s comments provided exactly the infusion of enthusiasm, wit and insight that we were looking for. It was a sincere pleasure to have a speaker that was able to identify with and connect to our community ...with a message that was tailored to our needs, and spoke to our issues in a very real and genuine way.” – *J. Boomer Stacey, President, & Colleen Porter, VP – Programming, International Performing Arts for Youth (IPAY)*