

LIBRARIAN CHECKLIST

- Coordinate a few times and dates that the author can come. What grades they would be speaking to.
- Make sure the auditorium or whatever space you would like the author to use is free for one of the dates.
- Once the author and the place is solidified, contact the teachers.

~ tell them the time and date of the visit

~ tell them a little about the author (how many books they have published, if they have any series, etc.)

~ let them know they need to stay with their class or have some sort of supervision for their class

~ how much the book is, if the author will be doing a book signing afterwards, if there will be pre-orders

and the link to that

~ the teachers can put the link and the information in their weekly emails to the parents

- When it is library time, talk about the author coming to visit. Show some books (if you have any) that the author has written.
- If the school has a newsletter, have a write-up about the author visit, the books they have published and a link to the pre-order page or if they are not doing pre-orders, then just the author's website.

LIBRARIAN CHECKLIST CONTINUED

- Day of the reading:
- Make sure there is a mic (a cordless one is preferable, but not necessary).
- A chair if they will be sitting.
- A table where the author can put their books on display and ready to sell after the reading.
- If they are doing a partial reading of a book, then you may need a projector. Just make sure to coordinate this with the author before the reading.

Have a ton of fun!! Author readings are the best and it gives the teachers a break and helps the kids learn more about authors and books ♥

If you have more questions, please email me at
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xoxo Cara