

*Simi Valley Friends of the Library*  
**DAY WITH AN AUTHOR EVENT 2015-2016**  
**Planning Checklist**

- General Contact Data**  
Date of Event \_\_\_\_\_  
Name of Author/Illustrator \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone/Email \_\_\_\_\_  
Website \_\_\_\_\_
  
- Choosing a “Hosting and Author” Team**
  - Author Angel:** This person will be in direct communication with the author for all details of the visit and escorts the author around the campus.
  
  - Media Liaison:** Advance publicity builds anticipation for the author’s visit and makes the experience more meaningful to students. Announce the visit in the school newsletter, PTA bulletin, or other publication read by students, teachers and parents. Allow teachers time to build curriculum links. Have the librarian create a display in the Library for your author and read their books to the students if possible.
  
  - Book Coordinator:** Work with librarian to make books available for teachers and students to read in advance. *It is very important for students to read at least one of the author’s books prior to the visit.* This helps make a strong connection when the author describes the writing process during the assemblies and classroom visits.
  
  - Luncheon Coordinator:** It is customary for the host school to provide lunch. Many schools organize a teacher potluck. Please check for food preferences and allergies.
  
- Choosing an Author or Illustrator**
  - Decide which author or illustrator you would like to invite to your school.** The enclosed list is for suggestions only. You may book any published author. Discuss choices with your school librarian and principal for input. There are many talented authors & illustrators within driving range of Simi Valley. However, if you wish to bring in a presenter who lives at a distance, you may need to make overnight arrangements at a local hotel and perhaps book a flight. Check out the authors’ web sites to see if their presentations are age appropriate for your school. Some authors on the list are more suitable for older students.
  
  - Obtain author’s biography and list of books (Author websites are helpful for this).**
  
  - When you have a confirmed date for your presenter, fill out the form: 2014 -2015 Day-With-An-Author Grant Application” and submit to: SVFOL Day-With-An-Author Program, c/o Carolyn Oaks 2105 Burrell Ave., Simi Valley, CA 93063.**
  
  - Applications MUST BE RECEIVED 3 WEEKS before the assembly date to insure that payment to the Author reaches the school on time.**
  
- Request Information from Author or Illustrator**
  - Grade Levels they can address**
  
  - Number and duration of presentations during their day at your school**

- List of books to be highlighted in their presentation. Ask if the author has a Publicity kit or information they can send in advance.**
- Fee amount (honorarium) and invoice (including Social Security Number if the fee your school is paying is \$600 or more)**
- Confirmation of the actual schedule (hours, room location) during their day at your school.**
- Set-up and equipment needs:**
  - Room and Layout**
  - Equipment (i.e. screen, projector, microphone, tables, easel, markers, bottled water, etc.)**
  - Optional: Master for an autographed bookmark that school will run for students**
- Book Orders**
  - Create a Book Sale flyer (See sample in packet.)**
  - Send Book Sale flyer home with student four weeks in advance of the presentation**
  - Place book order three weeks in advance of the presentation. One source is Mrs. Nelson's Books Library Services @ 909-397-7820. Another source is Mrs. Figs' Bookworm in Camarillo, owner Connie Halpern @ 805-412-1384. There may be shipping and handlings fees dependant upon the number of books ordered. BEFORE sending out Book Sale Flyers make sure to confirm with the book seller that the books you want are available and the costs involved. Some authors have their own book supply. If this is the case get a list of books they have available and choose which ones to offer for sale.**
  - Pick up books to distribute to students. The author or illustrator will autograph them on the day of their visit. Optional: Plan an "Autograph Party" in the library for those children who purchased books. Prepare autograph slips so that the author knows how to sign the books. Take photos for the yearbook or school newsletter.**
- Student Preparation & School Site Planning**
  - On the day of the visit, reserve a parking spot close to the school for the author.**
  - Announce the author's visit on the school marquee**
  - Encourage classrooms to make welcome banners or posters for the author.**
  - Follow-up by writing a thank you note on school letterhead to your author. Encourage students to write to the author expressing their reaction to the presentation**
  - Let our sponsor ( Simi Valley Friends of the Library) know you appreciate their generous support of the Program by acknowledging their contribution.**

**Simi Valley Friends of the Library**  
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