



ALEXIS O'NEILL

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Date

Host's name

School

Address

City, State, Zip

Phone

RE: Author Visit, (school/organization & date)

Dear ___ (name of host) ___

Thanks so much for your invitation to do an Author Visit program at ___ (name of school or organization) ___ School on ___ (day, month, year) ____. I'm really looking forward to seeing you, the students, and staff.

I'm enclosing my Author Visit Packet of materials for you to share with your principal and teachers. I encourage you to reproduce anything in the packet that you find useful. Payment in the amount of \$ ___ is due on the day of my visit. I have enclosed a copy of the invoice for your convenience.

To get the best educational value out of my visit, it's essential that teachers read the following books to the students before I come: ___ (list book or books) ____. Let me know if you have difficulty obtaining any of them. The day will be so much more meaningful to kids because of this preparation. Thanks!

The Author Visit Checklist in the Packet shows what I'll need for set-up. The map in it shows the best seating arrangement for the main assemblies. I'll run my show from my own computer using your LCD projector. And thank you in advance for providing lunch for me. Please send me a draft of your proposed schedule for me to approve before it is published for the staff. (See the sample schedule on the next page for planning assistance.)

Will you be offering my books for sale? This isn't required, but having an autographed book that kids are familiar with and that they are confident reading over and over again strengthens their skills and their motivation to read. I don't carry my own books with me, but we can talk about how to do a book sale if it interests you.

It sure does take a lot of organization to do an event like this, so I really appreciate all that you're doing to bring this program to your students. We're going to have a great time together!

If you have any questions, do feel free to contact me.

Looking forward to seeing you soon!

Best wishes,

Alexis O'Neill

Enclosures