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# Making the most of your Author Visit



**Libraries & Archives**



# Making the most of your Author Visit

## Before the visit

- ☺ Consider the need for a CRB check for your visiting author (mandatory from November 2010)
- ☺ Find out as much as you can about the author who is due to visit
- ☺ Create a display to welcome your author using children's work, the author's books and posters — the publisher or agent may be able to supply you with posters and other publicity material
- ☺ Check what special equipment the author will need eg flipchart, pens, etc and arrange to borrow if necessary
- ☺ Inform your colleagues of the planned timetable for the visit allowing for any changes that may need to be made to the usual day's activities
- ☺ When organising the timetable give the author at least fifteen minutes break between each session
- ☺ Decide whether you want to inform the local press. If so, it is useful to prepare a written statement/press release and arrange a suitable time for a photographer to visit. Before or after the main event of the day is usually most convenient
- ☺ Try to ensure that the children are familiar with the visitor's work beforehand and have copies of their books in school.
- ☺ Organise books to be sold on a sale or return basis. At least a month before the visit, contact your local bookshop or regular supplier. It is helpful to check with the author which books they plan to talk about and order more copies of those
- ☺ Let parents know that books will be available for sale. Send out a list of titles and prices (check current prices with your bookseller) so the child can bring in the right money. Alternatively, if children already have a copy of the author's book they can bring that in for signing
- ☺ Build time for bookselling and signing into your timetable



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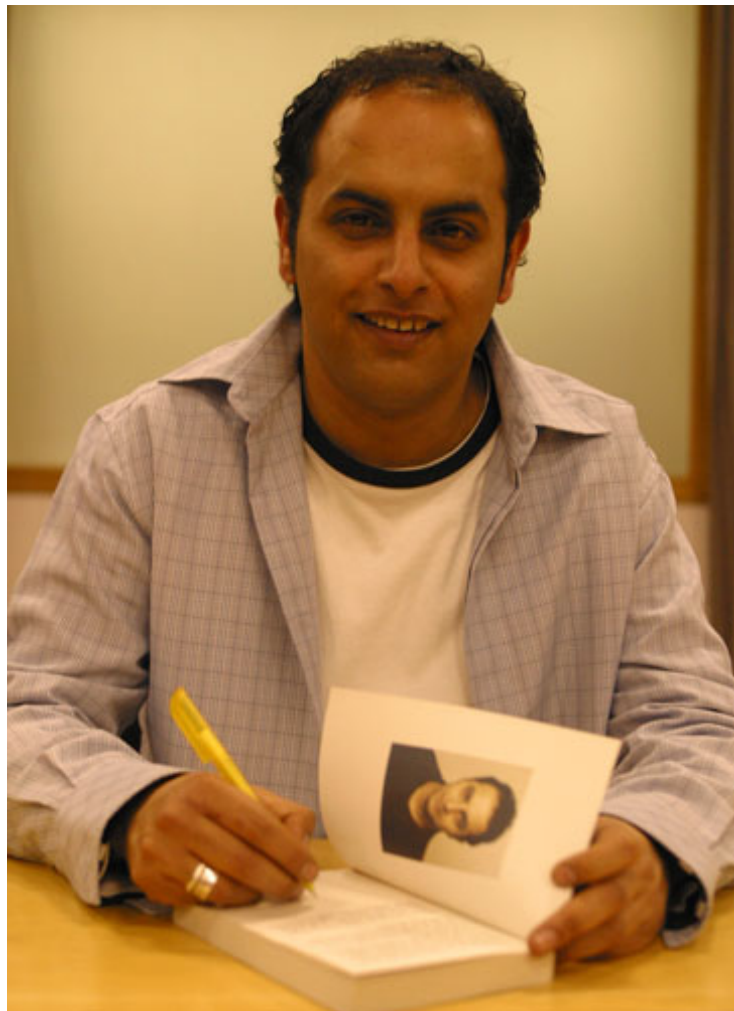
## On the day

- ☺ Provide a suitable area for the day's events, ensuring it will be free from disruptions or distractions
- ☺ Ensure any equipment needed is in place
- ☺ Ensure that someone is available to meet the author on his/her arrival and help to unload the car if necessary
- ☺ Introduce him/her to the headteacher
- ☺ The offer of a drink and perhaps a biscuit is appreciated, especially if the author has had a long journey
- ☺ Show the author the cloakroom and the place where he/she will be working
- ☺ Ensure that a member of staff looks after the author throughout the day
- ☺ Arrange for someone to introduce each session, welcoming the author and explaining a little about his/her work
- ☺ Close each session including applause where appropriate
- ☺ Most speakers welcome a glass of water to be on hand during their performance
- ☺ Lunch should be provided for your guest – find out whether the author has any special dietary requirements and whether you will provide a meal at school or take him/her off the premises
- ☺ Authors should not be used in place of teachers. The normal class teacher should be at the session (please do not use as an opportunity to mark work etc)
- ☺ If you want to record the performance (audio or video) ask permission first
- ☺ Most authors prefer to be paid on the day of the visit, so please be prepared for their invoice
- ☺ Remember to thank the author for the time and effort he/she has put into the visit

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## After the Visit

- ☺ It is usual for the children to send a letter of appreciation to your visitor
- ☺ Most authors are interested in any follow-up work that has been done as a result of their visit – you could send them some examples of written work
- ☺ Start planning your next visit. Remember many authors get booked up very quickly, especially at the busy times of year like World Book Day in March and National Poetry Day in October



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