

# Hosting a Successful Author Visit



## Some questions to consider before ...

- Who do I want to visit?
- When do I want them to visit?
- What would I like to achieve by the visit?
- What is my budget?
- What size is the intended audience?
- What age is the intended audience?



## Once the visit is organised . . . be prepared!

- Does reception know the speaker is coming?
- Who will meet the speaker on arrival and show them to the venue?
- Does a booking need to be made for the venue?
- Are students and teachers familiar with the speaker's work and prepared for the visit?
- Will there be a pre visit or post visit activity?
- Do I know what props I will need to provide?
- Is the equipment required available and functioning
- Are the whiteboard markers "fresh"?
- Do I need to prepare flyers, contact local paper? inform Principal? inform parents?
- Organise a display to promote the visit



## Some things to be aware of . . .

- When deciding on a date, check for possible timetable clashes with other school programs
- People will usually respond to a communication in the same form that they receive it
- The smaller the group the more personal the presentation
- Students need to be comfortably seated and to be able to see and hear the speaker clearly and see any props that may be used
- Value for money can be achieved by having the speaker present a lecture to whole school and the workshops with a target group
- Speakers prepare for the booking in advance – do not change size or year levels without informing the booking agent / speaker well in advance
- Travel and accommodation costs could be shared with other schools in the area
- Book sales can value add to the experience for author and students

## Remember . . .

**CONTACT . . . COMMUNICATE . . . CONFIRM**