

Author Visit Planning Guide

Contact David Gorman when you're ready to start!

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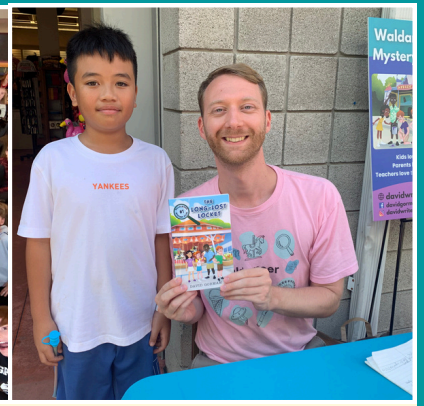


Steps for Hosting an Author Visit

- 1 Brainstorm:** Think big picture. What is the goal of the author visit? To excite students about reading? To kick-off Read Across America Week? Which students will experience the author visit? When will the author visit occur?
- 2 Plan:** Contact David and start the process! Hash out the details of the author visit, including the date, visit length, pricing, number of students, and optional add-ons (bulk order or student sale). David will answer any questions you have, so ask away!
- 3 Finalize:** Sign David's contract to officially book the author visit. Distribute David's flyer and personalized video to build excitement.
- 4 Prepare:** Lead enrichment activities* with students. Review David's reminder email with logistics (sent about 2 weeks before visit) and provide info about parking, etc.
- 5 Author Visit:** Game day! Take pictures and invite your district's Public Relations person or local media. Enjoy all your hard work!

*Examples of Enrichment Activities

- **Art Project** related to amusement parks, or a **Welcome Banner** for David
- **Classroom Read** of David's first book (a Discussion Guide is in each book with questions and activities), then students write **Book Reviews**
- **Create Your Own Mystery** worksheet (email David for this)
- **Brainstorm** questions to ask David
- **Research** Waldameer & Water World or David via their websites
- **Creative Writing Worksheets** provided on David's website, under Resources



Bulk Book Orders

Schools ordering books through David will receive a discount.

- **Normal Price: \$11.99 + tax**
- **School Price: \$9.00 + no tax**
- **(Shipping fee applies if the school wants their order shipped)**

Bulk orders should be done in advance, as David may need to order more from his publisher to meet the quantity requested. Bulk orders can be shipped to the school, or David can deliver the books on the event day or before if nearby to Richmond, Virginia.

To place a bulk order, please email David. He is happy to provide a quote or invoice to your school's finance secretary!

Book Sale for Students

Schools who have booked author visits are able to host a book sale of David's books for students and their families. This sale occurs prior to David's visit.

- **Normal Price: \$11.99 + tax**
- **Student Price: \$10.00 (tax included)**

The school distributes David's purchase flyer to families, then uses David's spreadsheet to track sales. Schools collect cash to give to David. David writes personal autographs in each book and delivers the books when he comes for the author visit.

David has found that book sales increase students' excitement and anticipation for his author visit. Parents become more familiar with David's work as well.



Here are some example itineraries to help you brainstorm and tailor your author visit!

Author Visit Example A

Half Day Visit with 3 presentations:

- 8:45-9:30 am - 3rd Grade Students
- 9:40-10:25 am - 4th Grade Students
- 10:25-10:45 am - Break
- 10:45-11:30 am - 5th Grade Students

Bulk Order of 30 books:

- 2 full sets for Library
- Assorted books for PBIS prizes and Book Vending Machine

Author Visit Example B

Half Day Visit with 2 presentations:

- 9:30-10:15 am - 3rd Grade Students
- 10:20-11:05 am - 4th Grade Students
- 11:05-11:15 am - Break
- 11:15-11:45 am - School Tour & Brief Classroom Pop-Ins
- 11:45 am-12:30 pm: Lunch with Top Readers

Book Sale for Students:

- 75 books purchased

Author Visit Example C

Full Day Visit with 3 presentations:

- 9:15-10:00 am - 3rd Grade Students
- 10:00-10:30 am - Book Signing
- 10:30 am-12:00 pm - Staggered Lunch with Read-A-Thon winners
- 12:00-12:45 pm - 4th Grade Students
- 12:45-1:15 pm - Book Signing
- 1:15-2:00 pm - 5th Grade Students
- 2:00-2:30 pm - Book Signing

Bulk Order of 200 books:

- 1 book provided to all students

Author Visit Example D

Full Day Visit with 4 presentations (split between two schools):

- 9:00-9:45 am - 3rd Grade Students
- 10-10:45 am - 4th Grade Students
- 10:45-11:15 am - Travel to 2nd school
- 11:15 am-12:00 pm - Break
- 12:00-12:45 pm - 3rd Grade Students
- 1:00-1:45 pm - 4th Grade Students

Evening Family Event:

- 5:00-5:30 pm - Presentation
- 5:30-6:00 pm - Book Sale & Signing