

Timetable for a Successful Author Visit...

BEFORE I ARRIVE...

TWO WEEKS PRIOR...

1) Read at least one of the stories to the students. The music teacher can easily add *Kaleidonotes* to his/her curriculum. The remaining books may be shared several ways:

- ✓ Read the book(s) during library, at an assembly, or with the announcements.
- ✓ **Or** multitask! Engage students by playing the DVD of the book(s) on a projection screen as the teacher/librarian prepares their next lesson.

ONE WEEK PRIOR...

2) Please inform the teachers of the visit by e-mailing a link to my website, www.tinysnail.com. Electronic copies of teacher's guides, activities, and my presentation outline are available there or may be sent as e-mail attachments or simply photocopy the enclosed.

3) Send home book flyers with students and make extra copies for students who lose their first flyer.

4) E-mail a copy of the schedule to me at books@bookaroos.com or fax it to 479-443-0339.

TAMMY CARTER BRONSON AUTHOR/ILLUSTRATOR

Qs? Call Tammy at 479-443-6789
or E-mail books@bookaroos.com

SAMPLE SCHEDULES...

Full Day

8:20- 9:00 Kindergarten
9:05- 9:45 First Grade
9:50- 10:35 Second Grade
10:45 - 11:30 Third Grade
Author's Lunch 11:30-12:15
12:30-1:15 Fourth Grade
1:25- 2:15 Fifth Grade
2:15- 3:00 Book Signing

Half Day (AM) (3 groups)

Arrive 7:45 am to setup
8:20-9:00 K-1st
9:10-9:55 2nd-3rd
10:05-10:55 4th-5th
11:00-11:30 Book signing
(Schedules may be adjusted
for 2 groups: K-2, 3-5)

DURING THE VISIT...

I prefer to set up in no more than one or two locations during the day. Set up time is 15 minutes. We always arrive 30 minutes prior to the first presentation so we have plenty of time to set up, but if we must move to another location at some point during the day, we may need up to 30 minutes to disassemble, move, and reassemble our displays. If more than one location is required, please factor this additional time into the schedule.

I generally have one book signing at the end of the day for students; however, this is flexible depending on your needs. I pre-autograph books with the exception of the child's name so I can conduct the signing quickly and efficiently. PLEASE DO NOT SEPARATE THE MONEY FROM THE FLYER or the money could be lost and the child will not receive their book.

It is helpful to have a liaison or helper nearby if any problems or questions arise (especially during the book signing).

TAMMY CARTER BRONSON

Author/Illustrator

www.bookaroos.com

www.tammybronson.com

CONTENTS OF A SCHOOL VISIT PACKET

(Mailed ~ 1 month prior to visit)

- 1) Letter
- 2) Invoice
- 3) Author Visit Checklist
- 4) Frequently Asked Questions Page
- 5) Author Photo
- 6) 3 Bookmarks
- 7) DVD with videos of the books
- 8) 1 set of Books plus activities
- 9) Book Flyers (to be sent home with children)

QUESTIONS? Email Tam at books@bookaroos.com

Bookaroos® Publishing, Inc.
PO Box 8518
Fayetteville, AR 72703
www.bookaroos.com
479-443-6789
Business Line/Fax 479-443-0339

BOOKMARKS printed at:

http://www.gfxinc.com/bookmark_printing.html

Toronto, ON Canada

AUTHOR PHOTOS printed at:

<http://www.abcpictures.com/>

Springfield, Missouri

CATALOGS & AUTHOR INFO FLYERS printed at:

<http://www.uprinting.com/>

Los Angeles, California

BOOK FLYERS printed at:

<http://www.roarkgroup.com/>

Rogers, Arkansas

HARDCOVER BOOKS printed by:

Corporate Graphics/ CG Book Printers

<http://www.corpgraph.com/>

North Mankato, Minnesota

SOFTCOVER BOOKS printed by:

Walsworth Publishing Company

<http://www.walsworthprinting.com/>

Marceline, Missouri

Videos and DVD's created with a MAC ☺