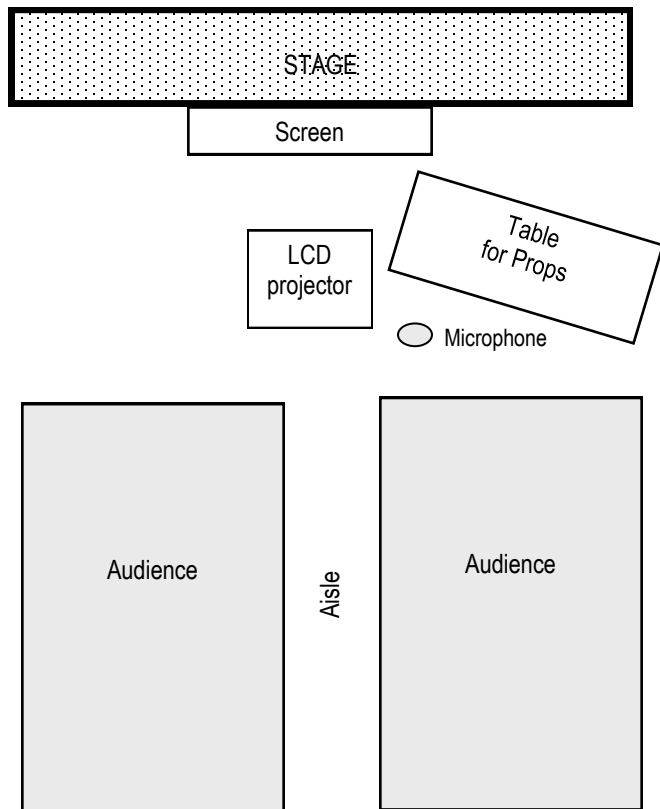


# Set-Up for Alexis O'Neill

# AUTHOR VISIT CHECKLIST

## SET-UP MAP FOR ASSEMBLIES



## EQUIPMENT & SUPPLY NEEDS

### ASSEMBLIES:

- A room with space in front to bring up a group of students (see set-up diagram above)
- LCD projector, stand & screen
- Display table for props & materials
- Microphone (cordless or with very long cord)
- Bottled water

### CLASS VISITS

- A room large enough to accommodate 2 classes at a time (The ideal is one location, such as the library, where the students come to me. It saves travel time and gives more time to the students.)
- LCD projector, stand & screen
- Display table for props & materials

### WRITING WORKSHOPS:

- Surface for students to write on during exercises
- White copy paper (2 sheets per student. Extra sheets for teachers & instructor)
- Scissors (1 pair per group of 4 students)
- Pen or pencil (one per pupil)
- LCD projector, stand & screen
- Display table for props & materials

## SCHEDULE

The schedule must be approved by me before it is publicized among teachers and staff. If you haven't already done so, please send a copy of the draft of the at least schedule 2 weeks before my visit to [Alexis@alexisoneill.com](mailto:Alexis@alexisoneill.com).

## FEE

Our agreed-upon fee is due on the day of my visit. I will have sent you an invoice in advance.

## READ MY BOOKS ALOUD BEFORE MY VISIT

**It's essential that students hear the following two of my picture books in advance of my visit in order to maximize the educational value of my assemblies. (Reading time is approximately 7 minutes per book):**

**Primary:** *The Recess Queen* and *Loud Emily*.

**Intermediate:** *The Recess Queen* & *The Kite That Bridged Two Nations*.

**Please circulate copies of my books to teachers.**

## SELLING BOOKS

A personally autographed book is a treasure to a young reader and can provide enduring inspiration. If you wish to work with a local bookseller to host a book sale, I'd be happy to autograph the books. A sample order form is enclosed. Feel free to adapt it to your needs.

## PHOTOS & RECORDINGS

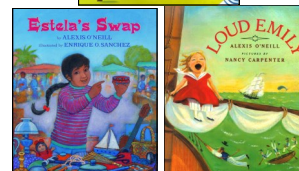
Still photos are fine. Posting them publicly is OK.

Video recordings may **not** be publicly posted unless you have my express permission. Contact me if you have questions.

## OTHER NEEDS

- Schedule for the day (must be approved in advance)
- A marked parking spot (if I'm driving to your school)
- An "Author Angel" (assists with moving around campus)
- Lunch

**THANK YOU** for all that you're doing to bring a literary experience to your students. I'm looking forward to visiting your school!



### For More Information

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[www.alexisoneill.com](http://www.alexisoneill.com)