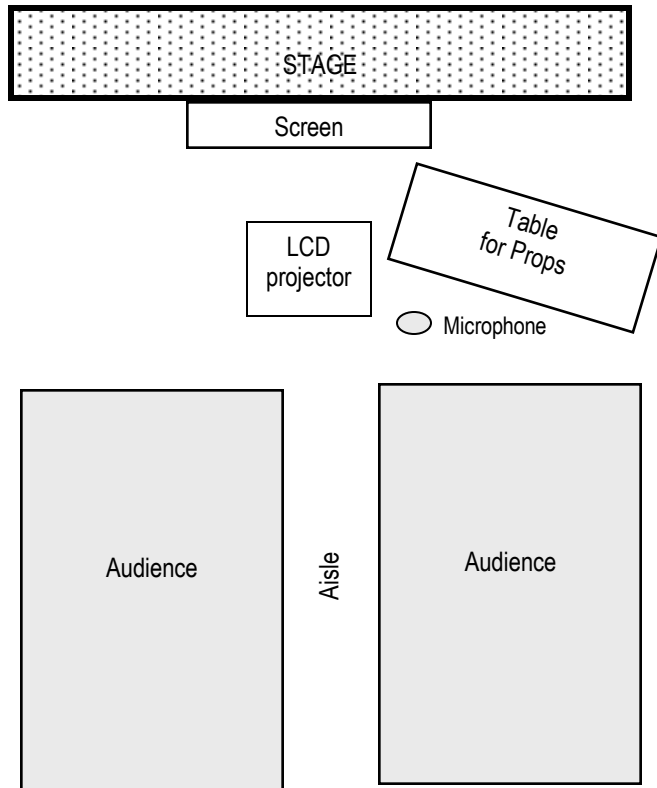


AUTHOR VIST CHECKLIST — for Author Alexis O’Neill

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 to the right)
- 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, send a copy of the draft of the schedule 2 weeks before my visit to alexis@alexisoneill.com.

FEE

Our agreed-upon fee is due on the day of my visit. The invoice is enclosed with the *Author Visit Packet*.

CIRCULATE MY BOOKS & MATERIALS

IMPORTANT: Please read my books to students in advance of my visit. Circulate copies of my books to teachers. Reproduce items from my Author Visit Packet that would be of interest to teachers. For example, teachers may also want to do an activity from my Teacher Idea Sheets that are included in the packet.

SELLING BOOKS

If you wish to host a book sale, I'd be happy to autograph the books. For assistance from a local bookseller, go to www.indiebound.org.

AUTHOR VISIT PACKET

This packet includes a photo, background information and lots of curriculum-related materials that I invite you to reproduce for the staff. The better prepared the students are for the visit, the more educational impact this author visit will have.

VIDEOTAPING

Still photos are fine. However, I respectfully request that you do not make or post video recordings of my presentations. Contact me if you have questions or a special request.

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 event to your students. I'm looking forward to visiting your school!



For More Information
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