

Jen Barton

Author Visit Checklist

Materials Needed: For large assemblies in gymnasiums or auditoriums I'll need a projector and a microphone. For workshops, each student should come with a pencil or pen, a few sheets of notebook paper, and something to write on (preferably a desk or table).

Author Visit Packet: Once we've agreed on a date and time I'll send a packet including a photo, bios of various lengths to use as you see fit, teacher resources meant to complement my books and visit, and an invoice for your records.

Read My Books: If possible, please read my book(s) to the students, or suggest they do so, **before my visit**. Resource materials available in the Author Visit Packet may be of interest to teachers and will enhance the author visit for students. For example, teachers may want to do a performance of *If Chocolate Were Purple* with their students (guide provided in the Author Visit Packet), or dovetail the visit with a unit on memoirs and/or biographies (guide also provided in packet).

Selling Books: I am always happy to spend time after visits selling and signing books, if that works for your school. It's usually great one-on-one time with kids, too! If you're interested, let me know and we'll coordinate as we plan the visit.

Fee: The agreed upon fee for my visit is due the day of the visit.

Thanks for your interest and for taking the time to promote reading, authors, and literacy to your students. 😊

Please contact me any time if you have any questions or concerns:
jen@jbartonbooks.com.