

Author Visit Preparation

Preparations for the Day of the Author Visit:

- Please send a reminder to students/parents about book order forms 2 days prior.
- Please confirm venue location and projector availability.
- Please confirm book order numbers to Kristin ahead of time.

What Kristin will need:

- A projector for Keynote Presentations,
- A microphone for large group presentations,
- Location for setup upon her arrival.
- Have completed book order forms from students with payment.

When the students are all ready, a brief introduction can be done and Kristin will begin.

The typical order of Kristin's visits is as follows:

- Intro & About the Author
- Book Reading & Interactive Q&A
- Interactive Keynote Presentation to keep kids involved and interested.
- Final Questions
- Thank you & Closing
- Explanation of Printable Activity (if necessary)
- Book Signing for Children who purchased books.

Follow-up:

Kristin appreciates your feedback, teacher reviews, and recommendations to other schools. Please encourage your teachers to submit testimonials to Kristin via our website form on www.InnerCompassBooks.com/school-visits