

Checklist for a Tracey Campbell Pearson Visit

RIGHT AWAY

1. CONFIRMATION LETTER SENT
INCLUDING: name, address, phone, e-mail of CONTACT PERSON for school and DATE, NUMBER OF PRESENTATIONS & WORKSHOPS, GRADES AND GROUP SIZES
2. READ...READ...READ!
3. START INTRODUCING AUTHOR'S BOOKS TO STUDENTS AND FACULTY! Have them check out my web site www.TraceyCampbellPearson.com.
See PREPARING FOR AN AUTHOR'S VISIT on my web site

TWO MONTHS BEFORE VISIT

1. PLACE BOOK ORDERS, if having author signing. See BOOKSIGNING AND PURCHASES on my web site
2. Make HOTEL reservations, if necessary, Non-smoking
3. READ...READ...READ...
4. CREATE PROJECTS with the students, see FUN STUFF on my web site for ideas

ONE MONTH BEFORE VISIT

1. I SEND YOU
Look for a package containing the DUMMY SAMPLE for the workshop
2. YOU SEND ME by mail or e-mail
WRITTEN DAILY SCHEDULE for my visit
Include:
Presentation and Workshop times
Group Size and Grade Levels
Written directions to School [also to Hotel and from Hotel to School when applicable]
3. Have teachers and students visit my web site if they have not already done so!
KEEP READING!...DISCUSSING!...CREATE PROJECTS!...PREPARE QUESTIONS!
4. Check WHERE TO PUT ME, WHAT I NEED on my web site
5. Check on book order [if applicable]

ONE WEEK BEFORE VISIT

1. Contact me. Let's talk to make sure everything is in place!
2. Re-visit WHERE TO PUT ME, WHAT I NEED
 - Working projector [try it!]
 - Heavy-duty extension cord
 - Room can be darkened
 - Screen or wall available
 - Table
 - Portable chalkboard or easel
 - Paper, scissors, tape, thick black marker
 - Working Microphone available if necessary [try it!]
3. You should have
 - Books in hand if you are having a book sale
 - Autograph forms filled out and placed in books
 - Dummies made, one per student, if I am doing Workshops
4. I should have
 - A written schedule in hand
 - Directions to school and hotel
5. The students and teachers should be reading, discussing the books, preparing questions and having fun!