

# HOW TO HOST A SUCCESSFUL AUTHOR VISIT



For booking information or  
questions email:  
[contact@therootlets.com](mailto:contact@therootlets.com)

## Scheduling

- Make sure that all author sessions are scheduled and agreed upon prior to the visit.
- Let the author know, in advance, if there are any special requests, like reading to the entire student body or signing books.
- Always confirm the author's visit, by phone or email.
- Requisition a check for author's fees and/or book orders, if applicable, and ensure that payment is ready and available on the day of the visit.

## Preparing Your Students

- Familiarize your students with the author and her books prior to the visit.
- Introduce your students to The Rootlets. Downloadable games, coloring and learning activities are available for your students on our website: [www.therootlets.com](http://www.therootlets.com).
- Hang The Rootlets School Rocks posters (available on our School Visits page) in your class, in the library and around the school to create buzz and excitement!

## Book Sales & Signings

- Always confirm and schedule book sales and signings prior to the visit.
- Book orders placed by the school must be made at least two weeks prior to the author's scheduled visit.
- For book orders placed by parents, order forms should be sent home 2 – 3 weeks prior to the author's scheduled visit, along with more information about The Rootlets and the author visit. Order forms and money should be collected by one teacher or administrator and should be ready for the author on the day of her visit.
- For book signings taking place at the school, always provide a table and chair for the signing.
- For book signings not taking place at the school, a list of names must be provided to the author at least one week prior to her scheduled visit.
- Do not allow students to ask the author to sign notebooks or body parts. The school may print and cut out Rootlets bookmarks (available on our School Visits page) in advance that students can have signed by the author whether or not they buy a book.
- There will always be students who want to buy books after the author's visit. Ask the author about post-visit discounts and orders.

## The Day of Your Author School Visit

- Provide someone (an adult or older student), to act as the author's host for the day. They should greet the author, introduce her to teachers and staff, assist with any technical set-up and lead her from place to place.
- Introduce the author to your class in a fun and exciting way!
- Please ensure that a teacher or staff member remains in the classroom for the full author visit.

**And most of all...HAVE FUN!**