

The links referenced in this document are also available on the “How To Book A School Visit” page on the Youth section of RickYancey.com

**WHAT CAN YOU DO TO PREPARE FOR THE AUTHOR’S VISIT?
5 KEYS FOR SUCCESS**

1) Expose students to the book prior to the visit.

Visits naturally go much better if students have read the book. In addition to encouraging students to read the book or books, introduce activities related to the book in classes leading up to the day of the visit. (For examples of activities related to Alfred Kropp visit <http://rickyancey.com/youth/akfiles.html>) You can also utilize computer time by having students visit Rick’s website at: www.rickyancey.com

2) Make the event a school wide event.

Example: Braden River Middle School’s “One Book, One School program - <http://rickyancey.com/youth/files/bradenfiles.pdf>

You can make the visit a school wide event by simple actions such as:

- Have the Principal or other school administrator introduce the author
- Feature the visit in the school newspaper
- Hold an art contest for publicity posters to hang in the school announcing the program,
- Have selected students eat lunch or breakfast with the author
- Hold a raffle for a book with the winner being drawn by the author while he is there
- Involve the community by inviting the local press and/or parent groups

3) Pre-order copies of the book

This can be done through a local bookseller or from the publisher. Students always want to purchase books and have them signed by the author

4) Plan the day! Details, Details!

-Make sure the author has good directions to the school. If someone is picking up the author to bring him to the school, make sure those details including time and place to meet are provided

-Make sure you have adequate space for the presentation. Know how many students will be in each presentation. Check to make sure the sound system and any other equipment is in the room and functioning properly.

-Have water available for the author.

-Have a clear schedule of events and share that with the author in advance.

-Make sure you have addressed lunch if the author will be there through that time. Rick enjoys having lunch with select students and/or staff. It is a good time to interact. You can use this as a reward for students.

-Have a plan in place for how signing of books will be handled. Will it be at the end of each presentation or the end of the day? You will have to build that time into the schedule. Have a plan for an orderly process.

-Have the students brainstorm questions in advance. Sometimes in the moment they forget something they have wanted to ask the author.

5) Follow-up after the visit

Students often want to write letters to the author after visits. This can be done in class. Book reviews and writing assignments in class often enrich the experience. Just talking about the experience with students can be beneficial. Rick always welcomes any feedback from staff and students.