THE COMPLETE GUIDE TO HOSTING SUCCESSFUL AUTHOR SCHOOL VISITS

PLANNING, FUNDING, AND MAKING MAGIC HAPPEN



BY ADAM LEHRHAUPT



INTRODUCTION

Hey there, fellow book lovers! Adam Lehrhaupt here. If you're reading this guide, you're probably considering bringing an author to your school. First off, great choice! As someone who's visited countless schools across the country, I can tell you there's nothing quite like the magic that happens when authors and young readers connect face-to-face.

This guide isn't just a how-to manual, it's your secret weapon for creating an unforgettable experience that will have students talking (and writing!) for months afterward.

Whether you're a teacher, librarian, PTA member, or enthusiastic parent, I've packed everything you need to know into these pages, from early planning to post-visit activities, with a heavy emphasis on that ever-important question: "How are we going to pay for this?"

So grab a cup of coffee, get comfortable, and let's plan something amazing together. Trust me, the work is worth it when you see those little faces light up with the realization that real people create the stories they love. People just like them!

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WHY HOST AN AUTHOR VISIT?

Look, I get it. Organizing an author visit takes time, effort, and (yes) money. So why bother? Because the payoff is absolutely incredible!

Here's what happens when you bring an author into your school:

- **Literacy Comes Alive:** When students meet the person behind the books they're reading, something clicks. Suddenly, books aren't just assignments—they're creations made by real people with real stories. I've watched reluctant readers transform into book enthusiasts after just one visit.

- **Creative Sparks Fly:** Author visits aren't just about reading books—they're about understanding the creative process. Students learn that writing isn't some mysterious talent bestowed upon a chosen few. It's a craft that can be learned, practiced, and enjoyed by anyone willing to put pen to paper (or fingers to keyboard).

- **Curriculum Connections Deepen:** The best author visits tie directly into what you're already teaching. Whether it's storytelling techniques, revision processes, or specific content knowledge, an author can reinforce classroom learning in ways that feel fresh and exciting.

- **Community Building Happens Naturally:** There's something special about a shared experience. When a school comes together for an author visit, it creates a common point of reference that strengthens your community. Students from different classes suddenly have something to talk about, and parents get a glimpse into their children's school life.

In short, an author visit is an investment in your students' relationship with reading, writing, and creative thinking. And that's something that pays dividends long after the visit ends.

PLANNING TIMELINE

Let's be real, spontaneous author visits rarely happen, and when they do, they're usually not as impactful as they could be. Planning ahead is your best friend here! I've broken down the process into manageable chunks so you won't find yourself in a last-minute panic (we've all been there, and it's not fun).

6-12 MONTHS BEFORE THE VISIT

This is the dreaming and scheming phase! Here's what to tackle:

- **Define Your Goals:** What do you hope to accomplish with this visit? Are you promoting literacy, inspiring creativity, or tying the visit to a specific curriculum theme? Getting clear on your "why" will help with everything that follows.
- **Set a Tentative Budget:** Time to talk money (don't worry, we'll get into detailed funding strategies later). For now, ballpark how much you can allocate and identify potential funding sources.
- **Research Authors:** Not all author visits are created equal! Look for someone whose work resonates with your students and aligns with your goals. (Hint: my interactive sessions are designed to get kids excited about becoming creators themselves, not just consumers of stories.)
- **Engage Stakeholders:** Get teachers, administrators, and the PTA on board early. Share your vision and start building support for both planning and funding.
- **Create a Wish List:** Develop a shortlist of authors and start checking availability. Popular authors often book 6-12 months in advance, so don't delay!





3-6 MONTHS BEFORE THE VISIT

Now we're getting into the nitty-gritty:

- **Finalize the Author:** Lock in your selected author with signed agreements and confirmed dates.
- **Fundraising Efforts:** Launch specific campaigns like book fairs, bake sales, or sponsorship drives (more on these later).

Plan Logistics:

- Reserve your venue (auditorium, library, or classroom)
- Arrange for necessary equipment (microphones, projectors, etc.)
- Draft a preliminary schedule, including time for presentations, Q&A, and book signings.
- **Coordinate Book Orders:** Work with a local bookstore or publisher to arrange preorders of the author's books. Nothing's sadder than an excited kid with no book to get signed!
- **Communicate with Stakeholders:** Keep everyone in the loop and encourage teachers to start incorporating the author's books into their curriculum.

1-3 MONTHS BEFORE THE VISIT

The excitement is building! Time to:

Promote the Event:

- Send newsletters and emails to parents
- Create posters and flyers to display around the school
- Announce the event during morning assemblies

Prepare Students:

- Read the author's books in class
- Conduct discussions and activities related to the books
- Have students brainstorm questions for the author
- **Finalize the Schedule:** Share a detailed itinerary with all stakeholders, including the author.
- **Test Equipment:** Ensure all technology works properly. Trust me on this one—technical difficulties can derail even the most amazing presentation!

1 WEEK BEFORE THE VISIT

You're in the home stretch:

Confirm Logistics:

- Reconfirm the author's travel plans and accommodations
- Double-check the venue setup and equipment
- Share final reminders with teachers, parents, and students
- **Build Excitement:** Organize countdown activities, such as book-themed art projects or writing contests.

THE DAY OF THE VISIT

It's showtime! Here's how to make it seamless:

- **Welcome the Author:** Designate a host to greet the author and guide them throughout the day. A friendly face makes all the difference when navigating a new school!
- **Manage the Schedule:** Stick to the planned itinerary while being flexible enough to accommodate unexpected moments of magic.
- **Engage Students:** Encourage active participation during presentations and Q&A sessions.
- **Capture the Moment:** Take photos and videos to share with the school community (with appropriate permissions, of course).

POST-VISIT

Don't let the momentum fade:

Reinforce the Experience:

- Conduct follow-up activities inspired by the author's books or presentation
- Have students write thank-you notes to the author
- **Gather Feedback:** Distribute surveys to teachers, parents, and students to evaluate the event.
- **Celebrate Success:** Share highlights and photos on the school website or social media.
- **Reflect and Improve:** Document lessons learned to make future visits even better.



BUDGETING ESSENTIALS

Let's talk money! As much as we'd love for author visits to be free, the reality is that professional authors make a significant portion of their income from school visits. Understanding the costs involved will help you plan effectively and avoid surprises.

SAMPLE BUDGET BREAKDOWN

Here's what typically goes into an author visit budget:

- **Author Honorarium:** This is the fee for the author's time, preparation, and expertise. Rates vary widely based on the author's experience and recognition.
- **Travel Expenses:** This includes transportation costs such as airfare, mileage reimbursement, or public transit fares.
- **Accommodations:** If your author is coming from out of town, you'll need to budget for hotel stays.
- **Books:** Consider purchasing copies for your school library, as gifts for volunteers, or to provide for students who may not be able to afford their own. -
- **Event Needs:** Don't forget microphones, projectors, decorations, or other materials specific to your event.
- **Miscellaneous Costs:** Always budget a little extra for those inevitable unexpected expenses.

COST-SAVING STRATEGIES

Worried about the bottom line? Here are some clever ways to stretch your budget:

- **Shared Visits:** Partner with neighboring schools to split the author's time and expenses. This approach can significantly reduce costs while still providing a meaningful experience for students. An author who's already in your area for one school might offer a reduced rate to visit another nearby, saving on additional travel expenses.

- **Multiple Sessions in One Day:** Instead of booking an author for multiple days, see if they can do several sessions in a single day. This eliminates additional accommodation costs and often comes at a better rate.

- **Local Authors:** Consider authors who live within driving distance to eliminate airfare and accommodation costs. You might be surprised by the talent in your own backyard!

- **Strategic Scheduling:** Try to schedule your visit around a time when the author will already be in your region for another event. Many authors do "tours" where they visit multiple schools in an area.

- **Early Booking Discounts:** Some authors offer reduced rates for schools that book well in advance, allowing them to plan their schedule more effectively.

Remember, most authors understand budget constraints and are willing to work with you to make a visit possible. Don't be afraid to ask about flexible options!



FUNDING YOUR AUTHOR VISIT

Let's face it—finding the money is often the biggest hurdle to hosting an author visit. But don't worry! With a little creativity and persistence, you can make it happen. Here's your comprehensive funding toolkit:

TRADITIONAL FUNDRAISING IDEAS

Sometimes the classics are classics for a reason:

- **Book Fairs:** Partner with Scholastic or local independent bookstores to host a book fair. A percentage of proceeds can go directly toward your author visit fund.
- **Bake Sales:** Never underestimate the power of cookies! Have parents and students contribute baked goods to sell during school events.
- **Raffles:** Collect donated items from local businesses (gift cards, products, services) and sell raffle tickets to parents and the community.

CREATIVE FUNDRAISING IDEAS

Want to try something a little different?

These ideas not only raise money but also promote literacy:

- **Read-a-thons:** Students seek sponsors for each book or page they read. This has the added benefit of encouraging reading while raising funds.
- **Student Art Auctions:** Have students create art inspired by the author's books, then auction the pieces to parents and community members.
- **Book Character Parade:** Students dress as their favorite book characters, with a suggested donation for participation.
- **Community Events:** Host a "Literacy Carnival" with games, food, and activities. Charge a small entry fee or sell activity tickets.

IDENTIFYING AND APPLYING FOR GRANTS

Free money? Yes, please! Here's how to find and secure grant funding:

Finding Grants

National Grant Programs:

- **Dollar General Literacy Foundation** funds literacy initiatives in schools.
- **Target Field Trip Grants** support author visits as part of educational enrichment.
- **NEA Foundation Grants** offer funding for creative classroom projects.

Local and State Grants:

- Check your state's Department of Education website for literacy grants.
- Look for local foundations or community organizations that support education.

Online Resources:

- Use platforms like **GrantWatch** or **DonorsChoose** to search for funding opportunities.

CRAFTING A STRONG PROPOSAL

Here's the secret to grant success:

Clearly define the purpose and goals:

- Foster a love for reading and writing.
- Align the visit with curriculum goals.
- Provide unique opportunities for creative learning.
- Encourage community involvement.

Include specific details:

- Highlight the author's background and expertise.
- Describe planned activities and workshops.
- Specify expected outcomes and benefits.

Provide a detailed budget breakdown:

- Author honorarium
- Travel costs
- Accommodations
- Books and materials
- Event supplies

Demonstrate impact:

- Explain how the visit will benefit students, teachers, and the community.
- Include quotes or feedback from past events if applicable.

Follow all guidelines meticulously:

- Align your proposal with the grant provider's mission.
- Submit all required documentation on time.
- Proofread carefully!



SPONSORSHIPS AND PARTNERSHIPS

Local businesses often have money earmarked for community support—why not direct some toward your author visit?

APPROACHING LOCAL BUSINESSES

- **Bookstores:** Local bookshops have a vested interest in promoting reading and may offer sponsorship or discounted books.
- **Banks and Credit Unions:** Financial institutions often have community engagement budgets.
- **Local Restaurants:** They might sponsor in exchange for promotion at your event.
- **Professional Services:** Law firms, medical practices, and other professional services often look for community involvement opportunities.

CREATING SPONSORSHIP PACKAGES

Offer tiered options to attract different levels of support:

- **Bronze Sponsor:** Name on flyers and social media mentions.
- **Silver Sponsor:** All bronze benefits, plus a table at the event.
- **Gold Sponsor:** All silver benefits, plus a dedicated banner and verbal recognition during the event.

TIMELINE FOR SECURING FUNDING

Timing is everything when it comes to funding:

6-12 Months Before:

- Research and apply for grants (many have lengthy review processes).
- Present the event to the PTA and request budget allocation.
- Begin approaching potential sponsors and partners.

3-6 Months Before:

- Launch fundraising events and campaigns.
- Follow up on grant applications and sponsorship requests.
- Confirm contributions and track progress toward your goal.

1-3 Months Before:

- Conduct final fundraising pushes if needed.
- Recognize and thank sponsors publicly.
- Finalize your budget and make adjustments as necessary.

Remember, funding doesn't have to come from a single source. Most successful author visits combine multiple funding streams to reach their budgetary goals!



MAXIMIZING THE VISIT EXPERIENCE

You've secured your author and found the funding—now let's make sure the actual visit knocks everyone's socks off! The secret to an amazing author visit isn't just what happens during those few hours, but how you prepare before and follow up afterward.

PRE-VISIT PREPARATION

Setting the stage makes all the difference:

- **Familiarize Students with the Author's Work:** The more students know about the author and their books, the more engaged they'll be during the visit. Read their books aloud, display them prominently in the library, and incorporate them into lessons.

- **Research the Creative Process:** Help students understand how books are made. Discuss the journey from idea to published book, including writing, editing, illustrating, and publishing.

- **Generate Thoughtful Questions:** Work with students to develop meaningful questions that go beyond "Where do you get your ideas?" (though that's always a fair question!). The best questions often focus on the author's creative process, challenges they've overcome, or specific elements of their books.

- **Create Anticipation:** Countdown activities, book-related art projects, or writing contests can build excitement leading up to the big day.



DURING THE VISIT: INTERACTIVE SESSIONS

An author visit should never be a passive experience! Here's how to ensure active engagement:

- **Storytelling Sessions:** More than just reading aloud, these can include theatrical elements, audience participation, and behind-the-scenes insights about how the stories were created.
- **Writing Workshops:** Hands-on activities where students learn specific writing techniques and apply them immediately. These workshops transform students from consumers of stories to creators.
- **Creative Process Insights:** Demonstrations of how an author develops characters, plots, and settings. Seeing the "messy middle" of creation helps students understand that professional authors face the same challenges they do.
- **Q&A Opportunities:** Structured time for students to ask their prepared questions and spontaneous ones inspired by the presentation.

CUSTOMIZATION AND FLEXIBILITY

The best author visits are tailored to your specific school community:

- **Age-Appropriate Content:** Ensure presentations are designed for the specific age groups attending. What works for kindergarteners won't work for fifth graders, and vice versa.
- **Curriculum Connections:** Work with the author to highlight elements that reinforce what students are learning in class. This might include literary devices, historical contexts, or specific writing skills.
- **Special Interest Groups:** Consider arranging smaller sessions with students who have particular interests, such as a young authors' club or an advanced readers group.
- **Faculty Professional Development:** If possible, include a session just for teachers where the author can share insights about encouraging young writers and readers.



TECHNOLOGY AND SPACE REQUIREMENTS

The logistics matter more than you might think:

- **Venue Selection:** Choose a space appropriate for the type of presentation. A library might work for an intimate discussion, while an auditorium is better for larger, multimedia presentations.

- **Audio-Visual Needs:** Ensure you have appropriate equipment for the author's presentation style. This might include microphones, projectors, screens, sound systems, or document cameras.

- **Seating Arrangements:** Consider how the space will be set up. Theatre-style seating works for presentations, while tables or floor seating might be better for workshops.

- **Book Signing Area:** Designate a comfortable space for book signing with good traffic flow and adequate table space.

Remember, the goal is to create a memorable, engaging experience that inspires students long after the author has gone home. The more thought you put into these elements, the more impactful the visit will be!

BEYOND THE VISIT

The magic doesn't have to end when the author leaves! In fact, some of the most valuable learning happens in the days and weeks following a visit. Here's how to keep the momentum going:

FOLLOW-UP ACTIVITIES

Extend the learning with these engaging post-visit activities:

- **Writing Prompts:** Create prompts inspired by the author's books or visit. For example, "Write a new adventure for the main character" or "Use the author's technique to create your own story."
- **Thank-You Notes:** Have students write personal thank-you notes to the author. This reinforces writing skills while practicing gratitude.
- **Creative Projects:** Encourage students to create artwork, videos, or other creative responses to the books or visit.
- **Author-Inspired Challenges:** Implement challenges based on the author's work or writing process, such as "Write for 15 minutes every day" or "Create a character profile using the author's method."

EXTENDING THE LEARNING

Connect the visit to broader educational goals:

- **Book Clubs:** Start book clubs focusing on the author's work or similar books in the same genre.
- **Author Study Units:** Develop deeper curriculum connections through extended author study units.
- **Library Displays:** Create displays featuring the author's books alongside similar titles to encourage further reading.
- **Digital Resources:** Share links to the author's website, videos, or other online resources that students can explore.

BUILDING ONGOING LITERACY MOMENTUM

Use the visit as a catalyst for sustained literacy enthusiasm:

- **Regular Creative Writing Time:** Establish a routine that includes time for students to write creatively, applying techniques they learned from the author.
- **Publishing Student Work:** Create opportunities for students to "publish" their writing through class books, school newspapers, or digital platforms.
- **Local Author Connections:** Explore opportunities to connect with local authors for more frequent, perhaps less formal, interactions.
- **Reading Challenges:** Launch reading challenges that build on the excitement generated by the author visit.

MEASURING IMPACT

How do you know if your author visit was successful? Here are some ways to assess impact:

- **Student Surveys:** Ask students what they learned, what inspired them, and how their perception of reading or writing changed.
- **Teacher Observations:** Have teachers document changes in student behavior, such as increased interest in reading, improved writing skills, or greater classroom participation.
- **Library Circulation:** Track whether circulation of the author's books or similar titles increases after the visit.
- **Student Work:** Collect and analyze student writing samples before and after the visit to identify improvements or new techniques being applied.

Remember, the true value of an author visit often emerges over time as students incorporate what they've learned into their reading and writing lives. By thoughtfully extending the experience, you maximize the return on your investment and create lasting literary connections for your students.

FAQS AND TROUBLESHOOTING

Even with the best planning, questions and challenges can arise. Here are some common scenarios and solutions:

COMMON QUESTIONS

Q: What's a reasonable budget for an author visit?

A: Costs vary widely depending on the author's experience, travel distance, and visit length. Budget anywhere from $500 for a local, newer author to $3,000+ for an established author requiring travel. Remember to include travel expenses, accommodations, and book purchases in your budget.

Q: How many sessions should we schedule in one day?

A: Most authors can comfortably handle 3-4 sessions in a day. More than that can lead to fatigue and less engaging presentations. Consider the age groups too—younger audiences often benefit from shorter, more frequent sessions.

Q: What if we can't afford an author's fee?

A: Don't give up! Consider cost-sharing with another school, applying for grants, or asking if the author offers any discounted rates for schools with limited budgets. Many authors are willing to work with you if they see genuine enthusiasm and effort.

Q: Should we sell books during the visit?

A: Absolutely! Book sales benefit everyone—students get signed copies, the author receives support, and the school often earns a percentage of sales. Partner with a local bookstore to handle the logistics of ordering and sales.

COMMON CHALLENGES AND SOLUTIONS

Challenge: Low student engagement during the visit

Solution: Prevent this by thoroughly preparing students beforehand. Familiarize them with the author's books, discuss the creative process, and help them generate meaningful questions. An unprepared audience is rarely an engaged one!

Challenge: Technical difficulties during presentations

Solution: Test ALL equipment the day before AND the morning of the visit. Have backup plans for common issues—extra microphones, alternate projection methods, and printed materials in case digital resources fail.

Challenge: Running behind schedule

Solution: Build buffer time into your schedule. It's easier to fill a few extra minutes than to rush through important components of the visit. Designate a timekeeper who can discreetely signal when it's time to wrap up a session.

Challenge: Inadequate funding

Solution: Start fundraising early and diversify your funding sources. Combine traditional methods (book fairs, PTA funds) with grants, sponsorships, and creative fundraisers. Remember, partial funding is better than none—you can always scale the visit to fit your budget.

IN-PERSON VS. VIRTUAL VISITS

While in-person visits create the most impactful experiences for students, sometimes virtual visits are considered.

Here's a brief comparison:

In-Person Visits:

- Create memorable, personal connections between authors and students
- Allow for dynamic interaction and energy exchange
- Provide opportunities for book signings and informal conversations
- Offer deeper engagement through body language and physical presence
- Create a special "event" atmosphere that elevates the importance of reading and writing

Virtual Visits:

- May cost less due to eliminated travel expenses
- Can be logistically simpler to arrange
- Might be the only option for some remote locations
- Lack the wow factor and impact of an in-person visit

If an in-person visit is not possible, some authors provide virtual visits. However, the tangible excitement, personal connections, and lasting impact of having an author physically present in your school create an experience that simply cannot be replicated through a screen.

RESOURCES AND TEMPLATES

To make your planning process even smoother, here are some practical resources you can adapt for your specific needs:

PLANNING CHECKLISTS

6-12 Months Before:

- [ ] Determine goals for the author visit
- [ ] Establish a planning committee
- [ ] Research potential authors
- [ ] Check the school calendar for potential dates
- [ ] Begin budget planning and funding research
- [ ] Contact the author/agent for availability and fees
- [ ] Reserve a date on the school calendar

3-6 Months Before:

- [ ] Finalize the contract with the author
- [ ] Secure funding commitments
- [ ] Reserve venues for all sessions
- [ ] Arrange for book pre-orders
- [ ] Begin promoting the visit in the school community
- [ ] Plan classroom activities related to the author's work

1-3 Months Before:

- [ ] Confirm all logistics with the author
- [ ] Arrange travel and accommodations if needed
- [ ] Finalize the schedule for the day
- [ ] Distribute book order forms to students
- [ ] Intensify promotional efforts
- [ ] Prepare students through reading and activities

1 Week Before:

- [ ] Confirm all arrangements
- [ ] Test all technical equipment
- [ ] Finalize book orders
- [ ] Send a detailed schedule to all stakeholders
- [ ] Prepare welcome materials for the author
- [ ] Brief student hosts, if applicable

Day of Visit: Set up venue(s)

- [ ] Test the equipment one final time
- [ ] Welcome and orient the author
- [ ] Manage transitions between sessions
- [ ] Coordinate book signing logistics
- [ ] Document the visit with photos/videos

After the Visit:

- [ ] Send thank-you notes
- [ ] Gather feedback
- [ ] Implement follow-up activities
- [ ] Evaluate success against original goals
- [ ] Document lessons learned for future visits

SAMPLE SCHEDULES

FULL-DAY ELEMENTARY SCHOOL VISIT:

- **8:00-8:30 AM:** Author arrival and setup
- **8:30-9:15 AM:** Faculty Breakfast with Author (optional)
- **9:30-10:15 AM:** Assembly for grades
- **2-3 10:30-11:15 AM:** Assembly for grades K-1
- **11:30 AM-12:15 PM:** Lunch with student "author ambassadors"
- **12:30-1:15 PM:** Assembly for grades
- **4-5 1:30-2:30 PM:** Book signing

HALF-DAY MIDDLE SCHOOL VISIT:

- **12:00-12:30 PM:** Author arrival and setup
- **12:30-1:30 PM:** Presentation to 6th and 7th grades
- **1:45-2:30 PM:** Creative writing workshop with selected students or 8th grade Presentation
- **2:45-3:30 PM:** Book signing and informal Q&A

FUNDING REQUEST TEMPLATES

SAMPLE SPONSOR LETTER:

[Date]

[Contact Name]

[Business Name]

[Address]

I am writing on behalf of [School Name] to invite [Business Name] to become a sponsor for our upcoming author visit featuring [Author Name] on [Date]. This special event will bring a professional author to our school to inspire over [number] students to become enthusiastic readers and writers. Research consistently shows that author visits significantly impact students' attitudes toward reading and writing, skills that are fundamental to future success.

We are offering several sponsorship levels:

- **Gold Sponsor ($500):** Includes your logo on all event materials, verbal recognition during the event, a reserved table at the book signing, and a signed book.
- **Silver Sponsor ($250):** Includes your logo on event flyers and programs, and verbal recognition during the event.
- **Bronze Sponsor ($100):** Includes your name listed in the event program.

Your sponsorship will help cover the author's honorarium, travel expenses, and provide books for classrooms and students who cannot afford to purchase their own. We would be honored to partner with [Business Name] for this enriching educational opportunity. I will follow up next week to discuss this exciting possibility.

Thank you for your consideration and commitment to education in our community.

Sincerely,

[Your Name]

[Contact Information]

[Role]

SAMPLE GRANT PARAGRAPH:

[School Name] requests $[amount] to support an author visit by [Author Name], award-winning creator of [notable books]. This interactive visit will engage [number] students in grades [grade levels] through assemblies and workshops focusing on the writing process, creativity, and storytelling techniques. The visit aligns with our curriculum goals of [specific goals] and supports our literacy initiative by providing students with authentic connections to literature. Expected outcomes include increased student engagement with reading, improved writing skills, and enhanced creative thinking abilities. Funds will cover the author's honorarium ($[amount]), travel expenses ($[amount]), and books for classroom libraries ($[amount]).

PARENT COMMUNICATION EXAMPLES

Initial Announcement:

Exciting News! [Author Name] is Coming to [School Name]!

We are thrilled to announce that [Author Name], creator of beloved books such as [book titles], will be visiting our school on [date]!

During this special event, students will have the opportunity to:

- Hear about the author's creative process
- Participate in interactive storytelling sessions
- Learn writing techniques they can apply to their own work
- Ask questions about the author's books and career
- Purchase signed copies of the author's books (optional)

Book order forms will be sent home on [date]. To help your child prepare for this special visit, consider reading some of [Author Name]'s books together!

Want to help? We welcome parent volunteers to assist with [specific tasks]. Please contact [name] at [contact info] if you're interested in supporting this exciting event.

Mark your calendars for [date] and join us in celebrating the joy of reading and writing!

SIMPLE BOOK ORDER FORM:

[AUTHOR NAME] BOOK ORDER FORM

Student Name: _____

Teacher/Grade: _____

Books Available for Purchase:



[Book Title 1] - $[price]
(Blurb about the book here)

[Book Cover Image]



[Book Title 2] - $[price]
(Blurb about the book here)

[Book Cover Image]



[Book Title 3] - $[price]
(Blurb about the book here)

[Book Cover Image]



[Book Title 4] - $[price]
(Blurb about the book here)

[Book Cover Image]

Total Number of Books: _____ Total Amount: $_____

Please make checks payable to: [payee name]

Return this form with payment by: [deadline date]

All books will be signed by the author during the visit on [date].

CONCLUSION

Congratulations! You now have everything you need to plan, fund, and execute an amazing author visit that will leave a lasting impression on your students. Remember, the goal isn't just to host an event—it's to ignite a passion for reading, writing, and creativity that will serve students for the rest of their lives.

As an author who's been on the other side of countless school visits, I can tell you that we're rooting for your success! We want the experience to be just as magical for you as it is for us. There's nothing quite like watching a child's eyes light up when they make a connection with a story or suddenly see themselves as capable of creating their own.

Yes, planning an author visit takes work. Yes, finding the funding can be challenging. But I promise you, when you see your students buzzing with excitement, asking thoughtful questions, and rushing to write their own stories afterward, you'll know it was worth every minute of effort.

So what are you waiting for? Start planning, get creative with your funding approaches, and prepare to make some literary magic happen at your school! Your students (and future authors among them) will thank you.

For more information about booking an author visit with Adam Lehrhaupt, please visit .

www.adamlehrhaupt.com **info@adamlehrhaupt.com**

