

Presentation Checklist

Thank you for arranging the author/illustrator visit to your school. I am very excited about presenting and the opportunity to give back to your school.

For every book sold, I will donate \$1.00 back to your school's P.T.A. fund. Nothing will make me happier than to write a substantial check to your school.

I have conveniently attached a list that has been implemented at other schools to make this event a huge fund raising success.

Thank you and I look forward to presenting at your school.

- 1. Purchase books and Accelerated Reader tests from Follett.
(One to two months before presentation)
- 2. Download presentation flier and purchase flier and fill in appropriate fields.
(One to two months before presentation)
- 3. Put author visit on school calendar/newsletter.
(One month before the presentation)
- 4. Send fliers home with students and parents.
(One week before the presentation)
- 5. Announce over P.A. and morning announcements about the visit and the fundraiser.
(Week leading up to the presentation)
- 6. Print coloring pages and deliver to classes that will be visiting the presentation.
(Week leading up to the presentation)
- 7. Visit the classes that will attend the presentation to raise awareness, excitement and notify the students of availability of the Accelerated Reader tests. in the media center.
(Three days before the presentation)
- 8. Announce how much you have raised for the P.T.A. and that the author will be available to sign books and illustrations.
(Day before presentation)

