

**From: Margriet Ruurs**  
**Re: Author Visit Preparations**

I look forward to coming to your school soon! Please use this information to make the visit a positive experience with a long lasting impact on students' reading and writing habits:

- When planning your schedule for the day, please remember that I can do a maximum of four presentations per day. All sessions are one hour. I adapt the time for Kindergarten and First Graders to their attention span.
- I can speak to groups of up to around 100 students. If much larger groups are needed, please discuss this with me. Two or three classes combined are the ideal size. Please try not to have a huge difference in grade level, i.e. combine Grade 2 and 3 but not Grade 2 and grade 8 into one group.
- I will bring a LCD projector and laptop to show the students slides of my books and more. Please have these items set up on the day of my visit:
  - a screen
  - a small table for my books and materials
  - a cart for my computer + my projector
  - an extension cord that has TWO outlets (unless the cart has outlets)
- Please plan all of the presentations in one spot for the day. A gym or library is just fine.
- If the room is very bright with sun shining on the screen, please make sure it can be darkened.
- I kindly request that classroom teachers remain present during my presentations. This not only has a positive influence on the students' behavior but allows for in-depth follow-up afterwards.
- If I'm in your school for a full day, please count on me for lunch.
- I will bring coloring sheets and/or teacher's guides for different books, which can be photocopied for classroom use. These can also be printed off from my website. Click on each book title for additional information.
- I will be happy to autograph any books (in some cases I will have books to sell with me).
- If you would like your students to have an opportunity to **order books**, please let me know.
- Please have payment ready at the day of the visit. If you require an invoice or any paperwork to be filed, please arrange this prior to my visit.
- Please feel free to invite parents and/or school board, local paper, etc.

Thank you! I look forward to working with you and getting your students excited about reading and writing!!

**Margriet Ruurs \* margriet@margietruurs.com \* WWW.MARGRIETRUURS.COM**