

Preparing for a School Visit

I look forward to working with your students. Here are a few suggestions to make the visit great:

- If your school has one, please have an overhead projector ready. If you do not have one please let me know ahead of time.
- For the slideshow presentation I bring my own projector and laptop.
I will need:
 - a cart or table to put my laptop and projector on
 - screen
 - an extension cord with at least 2 outlets
 - table to display my books and props
- Gym, library or resource room is a good setting for a large group presentation. Please make sure room can be darkened.
- I kindly request that classroom teachers remain present during the presentation and take part in the presentation if at all possible. This has a positive influence on the students behavior and allows for more in-depth follow-up after the presentation.
- For writing workshops, a classroom setting or library with tables and chairs is fine. Students will need paper and pencils. An overhead projector is needed.
- If I'm in your school for a full day please count on me for lunch.
- Handouts: I will bring several handouts that you might want to photocopy for sharing: coloring sheets of 3 different books and a teacher's guide for A Mountain Alphabet.
- I will happily sign any books your school or students might want autographed.
- Please have payment ready on that day of the visit, unless other arrangements have been made prior to the visit. If your school requires an invoice or paperwork to be done, please let me know beforehand.

Looking forward to getting your students excited about books!