**SCHOOL VISIT CHECKLIST**

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| Date(s) of visit |
| Name, address, and phone number of school(s) |
| Contact person (name, phone number, and email address) |
| Presentations (how many, how long should they last, what grades, and how many students) |
| Should I focus on a particular theme? (nonfiction, fairy tales, etc.) Does this apply to all the groups or just certain grades? |
| Will I be presenting in a classroom, media center, gym, or cafeteria?  Will I move from room to room or will students come to me? |
| Equipment  I have a projector and am comfortable using my own equipment.  If I use my own equipment, I will need:   * a screen * table, stand, or cart for my laptop, projector, and props * an electrical outlet near the laptop and projector, or an extension cord that reaches the outlet * a microphone if the space is large (I may be able to bring my own)   If you prefer that I use your equipment, I will bring a flash drive (and my laptop as a backup).  Do you want me to use my own equipment or yours? |
| How will book sales be handled? Will you order books from a bookstore or from me? Do you want me to provide a list of recommended books? When will books be signed? (I love to sell books, of course, but it’s not a requirement for an author visit. I understand that every community has different needs.) |
| Will lunch be provided? (I’m a vegetarian, but if a meatless option is inconvenient, I am perfectly content to eat a power bar or two!) |
| Travel arrangements  Driving—I will ask for standard IRS mileage rates  If a hotel stay is needed, should I book it myself or will the school book it for me?  If I fly, should I book my flight myself or will the school book it for me?  If I fly, will someone pick me up at the airport or should I rent a car?  If I will be going to multiple locations throughout the day, will someone drive me? |
| Will your school provide an agreement for both parties to sign or should I provide my own? |
| How is payment handled? Should I submit an invoice or will the signed agreement suffice? Will I be paid the day of the visit or will a check be mailed to me? |
| Special considerations, notes, etc. |