
Checklist for R. Friend Author Visit

AT LEAST A MONTH IN ADVANCE

Assemble Team

*Use the Making the Most of an R. Friend Author Visit for suggestions and delegate different responsibilities - ex. Publicity, community outreach, music, artwork, etc.

*If your school participates in the Accelerated Reader program - order the quizzes ahead of time so when the children are ready the test will be too!

*Schedule the time frame for assembly programs/signing books and writing workshops and family night if necessary. Assembly programs last 45 minutes - however allow 15 minutes in between to get children in and out. If possible, schedule writing workshops after assemblies so children are familiar with R. Friend's writings. Writing workshops are from 30-45 minutes in length.

SEVERAL WEEKS IN ADVANCE

Announcements / School Newsletter

*Use morning announcements/television shows as a time for principals, teachers or students to read poems, excerpts and/or the forwarding letter of a book to create excitement.

*Invite the parents, younger siblings, community leaders and grandparents. Ronda's presentation is humorous, heartwarming, and guaranteed to entertain all ages. Grandparents will love to reminisce about the "good old days!"

Pictures / Videos

*Assign someone to take pictures *during the Author Visit* with a digital camera - email them to us - we'll post them on our websites with captions.

Local Newspapers / TV Stations

*Many times the local papers will come out and take pictures and do an article. There is a press release on www.RondaFriend.com website for them.

ONE WEEK BEFORE THE VISIT

Book Order Form

*Send the sample letter home/order form (use single sheet of paper front/back) to parents **at least** one week before the visit. This allows students who wish to order a book time to remember to return their forms.

Book Signing

*Some schools like to invite the children who purchased books to a special signing party in the library. Serving milk and cookies go along with the story about "swallowing your pride" and forgiveness. Author signings go smoothly if the children are given their forms to hand them to Ronda. That way Ronda can spend more time talking one on one with each child instead of spending time on the spelling of a child's name.

Items Needed for Day of Visit

*Coordinate with your staff for the following items Ronda will need for the assembly programs/writing workshops and family night events.

One 6-8 foot table

Kid's chair

Piano or keyboard

Large dictionary,

Whiteboard (3'x4'minimum) or plain paper flip chart with easel

One or two microphones - a lavalier is best. (**Have extra battery on hand!**) If a lavalier is not available a microphone with a stand will be just fine.

DAY OF VISIT

Have a blast watching your team work together and joining in on a memorable, magical moment for your school year!