

# GETTING STARTED

Ronda is so thrilled to have the opportunity to come be a part of your school year. She'll "pull out all the stops" to make it a memorable, magical moment for your school. Your staff, students and families will remember this day for years to come. In our experience with visiting over 700 schools we have seen when a host recruits a team of teachers/volunteers/and parents to share in responsibilities the visit explodes with excitement. Surrounding yourself with a team involves less of your time and in the process becomes a wonderful teaching moment on teamwork. This R. Friend author promo packet contains the following materials:

## **\* R. Friend's books**

They're yours to keep. Pass them around. Some schools opt to preorder additional books as classroom sets. See **Staff Discounted Order Form** for details. Hardcover library bound sets also available.

## **\* Author Visit Invoice**

Unless other arrangements have been made in advance, invoice is dated the day of the performance and **due the day of the performance**.

## **\* Parent Letter/Order Form**

In order to provide a moderately priced author visit program we factor in book sales to make our program affordable to as many schools as possible. If you know up front that you won't be sending home the order form and parent letter please call us and the author visit fee would have to be re-negotiated. Obviously this is not an issue with 99% of our schools whose goal is to promote reading with character-based books.

Ronda is available to meet with children for book signings in whatever setting works best for your school. To make it easy for schools, order form checks can be made directly to **Sunflower Seeds Press**. Most schools also take orders for a week or so after the visit. It's simple - email the order to us and we send the signed books to the school postage paid. Send the monies to Sunflower Seeds Press, PO Box 1476, Franklin, Tennessee 37065. Children can purchase books on the website - however, postage and handling would be extra.

## **\* Staff Discounted Order Form**

Administrators, school faculty, staff and parent volunteers helping with the visit are offered a special discount on books. That form is included in this packet. They can be notified of this in a school email.

## **\*R. Friend Author Coordinator Checklist**

### **\*Making the Most of an R. Friend Author Visit**

This is also available in a PDF and can be sent out school-wide to your teachers. Use it as a guideline for any committees you might form to prepare the children for an author visit.

### **\*Introducing the Down On Friendly Acres Characters**

### **\*Posters \* Pictures**

Please let me know if you have any questions, suggestions or comments. Again, thanks for the opportunity to sow seeds of a different kind in the lives of your children. We count it an honor to bring joy and laughter into their sweet hearts.