

Sample Schedule for Author/Illustrator Visit

School/Library Name
School/Library Address
Event Contact (name, title, email address, telephone number)
Event Date

8:45AM

Author Arrives

Greeted by Jane Smith in the front lobby.

9:00—9:30AM

Teacher and Faculty Breakfast with the Author

Jane Smith will escort.

9:45—10:45AM

Presentation #1 in Auditorium.

Including questions and answer period.

Audience: K – 2nd grade

Jane Smith will escort.

10:45—11:00AM

Author Break

11:00AM—12:00PM

Presentation #2

Including question and answer period.

Audience: 3 – 4th grade

Jane Smith will escort.

12:00—1:00PM

Author's luncheon hosted by PTA.

Teacher's Room

1:00—2:00PM

Presentations #3

Including questions and answer period.

Audience: 5 – 6

John Graham will escort.

2:00—2:15PM

Author Break

2:15—3:15PM

Book Signing for all grades

Auditorium

PTA representative will assist.

3:15PM

End of School Day

Author Departs.

Thank you for visiting our school!