

Tips for a Successful Author Visit

Equipment needed:

- a table to set up books and props
- a cart for laptop (with a plug for PC laptop)
- a PowerPoint projector, (including adaptor to plug into PC laptop)
- Someone who has experience with hooking all the technology up and making sure it works properly
- a screen
- microphone (clip on or hands-free, if possible)
- water
- lunch considerations for an all day visit ☺ - thanks!



- **Groups** - Laura presents to large and small groups, but she prefers to keep the age level similar and the group size down for a more personal experience. Large group presentation maximum is 250 students.
- **Activities** - Masters of extension activities to go along with the books will be sent in an email or a visit packet. Please consider forwarding or copying the handouts for the teachers whose classes are participating in the author visit. *Many* resources can be found on the website [Educators](#) page.
- **Technology** - Laura will bring both a laptop and a flash drive as back up for her presentations.
- **Timing** - She will need at least 15 minutes in between each presentation to reset props, etc.

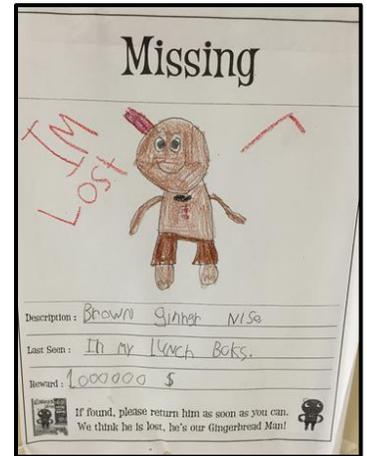
- **Encourage teachers to bring their students in 5-10 minutes before each presentation starts, (during the reset time mentioned above) so the presentation can start on time and students can enjoy the whole presentation.**

- **Q & A** - Encourage students to prepare questions ahead of time.



- **Autographs** – Laura is happy to sign books, and will provide a sheet of signed bookmarks to copy & distribute to students who would like an autograph. Laura often can't sign slips of paper as students enter and exit the presentation area due to time constraints. Please let students know ahead of time that they will have access to the signed bookmarks if they'd like one.
- **Payment** - Honorariums are due the day of the presentations. Please discuss any special circumstances or payment delay with Laura ahead of time. Thank you.

- **Get Everyone involved if possible** – If the librarian, teachers, Principal, PTA, parents, and the students know and are excited about the author visit, that energy can be felt throughout the school. And it carries over into excitement about reading and writing! Talk up the visit. The more excited you are, the more excited the kids will be. And when the kids are excited, the message the author gives them will really resonate.



- **School GB Man Hunt Printables** - If your school does a Gingerbread Man unit, there are Printable Teacher's Guides (Standards/Common Core-linked,) & *Printable Hunt clues* on Laura's website. Please visit the Educators page.

- **Create Connections with Student Activities** - Involve students in the visit. Here are some ideas that connect with the themes of the *GB Man Loose...* books. There are resources for each of these ideas and more on Laura's Educators website link:



- Students can write/illustrate stories of where *their* GB Man might go on an adventure.
- Make & wear GB Man hats
- Create *Missing Posters*
- Create their own GB Man/Woman/Creature
- The news team can interview the author for the morning news program.
- Students can write reviews of the books.
- Help create book-related bulletin boards & gingerbread house-themed classroom doors/walls
- Create videos or take pictures of their GB Man hunt through the school.
- Fire Safety maps – students create maps of their houses or classroom escape plans
- Arrange for Fire Fighters/ Fire Truck to visit the school
- Make Thank You cards/gifts for community helpers
- Reader's Theater performances
- Go on a Zoo field trip before or after
- Create zoo animal riddles
- Consider displaying projects when the author visits.
- There are many craft and extension ideas on Laura's website - (www.LauraMurrayBooks.com.)



- **Gingerbread Man Costume** – Laura has a GB Man costume that she can bring if you have an adult or mature student who would like to wear it and interact with students to create excitement (such as greeting children as they come to the assembly, as they get off the bus, at book signing events, etc.) The GB Man will need another person to help guide him when children are around, and he generally doesn't speak – just uses fun hand gestures to react to students or hugs, etc. The wearer can see well, but it can get a bit warm inside, as the costume is fuzzy. So it is good to have the GB Man appear in short time frames.



- **Pajama Day or Crazy Hat Day?** - It can also be fun to combine the author visit with a special day, such as Pajama Day or Crazy Hat Day at the school. If so, let Laura know and she can join in the fun with her Gingerbread Man pajamas, Gingerbread Man Hat, or Fire Hat.



- **Contests** - Consider holding a drawing or a guess-the number of gingerbread cookies in a jar contest in anticipation of the visit. If you let Laura know you are doing this, she can bring a small gingerbread-related prize for you to give the winner.

- **Book Signings** – Students often are very excited about making a connection between a book and the author. Laura will be happy to personalize books after the presentations. If students will be ordering books ahead of time, Laura can send you a student book order form and information. Send the book order form home with students 3 weeks before the visit if possible (so that students have a week to return the order form, and there is still a 2 week window for books to arrive at the school.) Books can be ordered through a local bookstore or through Laura's publisher.



- If books are being signed, please allow at least an hour after all the presentations are done as a signing time. Please collect books ahead of time by class, with the personalization slip or sticky note attached. Student helpers can return them to the appropriate classrooms after they are signed. Or if you'd like Laura to sign and meet the students, that can be arranged as well, if the schedule permits.

Book Order Publisher Contact: Penguin Young Readers School and Libraries Order department:
1-800-733-3000 ** Ask for "Author Appearance" ordering department.

8:30 am-4:30 pm, M-F, Eastern time. Books are 40% off retail price if ordered for a school author appearance. Free Shipping.

- **ISBN: 978-0-399-25052-1 The Gingerbread Man Loose in the School**
- **ISBN: 978-0-399-25779-7 The Gingerbread Man Loose on the Fire Truck**
- **ISBN: 978-0-399-16866-6 The Gingerbread Man Loose at Christmas**
- **ISBN: 978-0-399-16867-3 The Gingerbread Man Loose at the Zoo**