



Planning a Successful SCBWI Author or Illustrator Visit

About the Visit:

- ★ *What should be done before the visit?*
 - Call to confirm the date of the visit, school address and contact details and exchange contact numbers in case of emergency
 - It might be helpful to send map directions for the visit.
 - If the presenter is travelling some distance and staying for a number of days clarify accommodation and travelling expenses.
 - Clarify parking arrangements
 - Clarify author's needs e.g. whiteboard, water, eraser. Some presenters might require connectivity to ELWs, data projectors etc. Some might also have stick drives with their presentation material so check on these before the visit.
 - Clarify if meals are/are not being supplied and if so, any dietary requirements of presenters.
 - Confirm session times (and size of class if desired)
 - Confirm contact's expectations of the visit e.g. workshop or author visit, particular theme, book etc.
 - Clarify what students will need to bring e.g. paper to write on and a pen/pencil.
 - Have students know the presenters' work. Here are some simple ways
 - visit their website,
 - display presenter's work in the library/school foyer,
 - read from the work, maybe use it as a class serial
 - link to the presenters website on the school/class intranet or website and advertise in newsletters
 - Contact your local media and let them know you have this wonderful presenter coming and that they are available for interviews – and do let the presenter know before hand!

- ★ *What should do done on the day of the visit?*
 - Physical layout:
 - If using hall or gym sized area please make sure there is appropriate amplification for the speaker and also for the students asking questions

- Students seated appropriately
 - For the presenter:
 - Needs as requested by the presenter (water, whiteboard etc)
 - If presenter has to move between presentation venues please make sure that there is someone to escort them to each venue and carry props etc.
 - Advise the presenter of any special needs students or relevant cultural/religious issues.
 - General 'housekeeping' issues, e.g. where the toilets are located, how to get a cuppa etc
 - Supervision:
 - Visiting presenters do not have 'duty of care' for the children they are speaking to, so the class teacher(s) need to be present during the whole presentation. This of course also allows for appropriate follow-up.
 - Scheduling and presentation:
 - When scheduling presentations allow sufficient time between sessions for the presenter to take a break and these include lunch and toilet breaks
 - If the school would like the presenter to contribute to the school in addition to their scheduled presentation, e.g. speaking at a school assembly, handing out awards please let the presenter know before the visit.
 - Introduce the presenter. Ask them if there is anything 'special' they would like you to say. Or ask if the presenter would like to introduce themselves.
 - Remind school staff that the presenter is coming that day.
- ★ *What should be done after the visit?*
- Most of the presenters are thrilled to receive follow-up messages about their visit. You might want a quote from the presenter for your school website and they might also like a quote from you for their website.
 - If the media didn't arrive to the presentation then send a digital photo with copy to your local media organisation. At the very least include it in your newsletter and on your school website – and don't forget to link to the presenter's website!

About the Bookings:

- ★ *How much does it cost to book an author or illustrator?*
- Many of the presenters set their rates of pay according to the [Australian Society of Authors](#) as a minimum. Discuss this when requesting the booking.

- ★ *How do I book a presenter?*
 - Many of the people listed here on our SCBWI site take bookings directly. Others prefer you to go through their booking agents. So send the person an email to find out which method they prefer.
- ★ *How long do they speak for and how many students are to be in the audience?*
 - Again, discuss this when taking requesting the booking.
- ★ *What presentations do they offer?*
 - Workshops, general talks about their writing, key notes at conferences – even lunchtime corporate speaking. A lot of this information is available on the presenter’s website so check it out!
- ★ *How do we arrange book sales and signing?*
 - Some presenters will have their own books to sell. Do check with them. Others can be arranged through a local bookseller.
 - Use the presenter’s website to obtain a complete list of their books.
 - For signing make sure that he presenter has enough time.
 - And don’t forget to see if there are pre-loved books in the library that need a signature.
- ★ *How are the presenters paid?*
 - Please make sure that you have payment for the presenter at the time of the visit and don’t wait to be asked by them for the payment. Give the envelope discreetly. If you require a tax invoice / receipt please advise before the visit.

This material was compiled by SCBWI Australia members:

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For more information about these people visit their websites.

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