

PREPARING FOR YOUR VISIT

Thank you for booking a school or library visit! Here's more information about school visits & book ordering.

Paperwork and Administrative Details

If you haven't already done so, complete and return the booking form or contract as soon as possible in order to officially book your event and confirm the date(s) of the visit. The form can be found in the school visit packet or online at mirandapaul.com/school-visits. Email Lee Rawlings, booking assistant, at WisconsinAuthorsBooking@gmail.com if you have questions about confirming a visit or filling in the booking form. Make sure that any paperwork (W-9s, invoice requests, or background checks) is sent well in advance, and send clear instructions for parking or entering the building.

Schedule, Space, and Tech Needs

Standard presentations are typically 1-hour for with grades 2 and up, and shortened to 20-30 minutes for children in PreK-1. For any large-group setting, it's best to schedule the gym, auditorium, or similar venue where it will be easy to keep attention focused on the front. It is important that Miranda has a microphone, projector (with sound capability) and large screen. Please keep an aisle in the middle so Miranda can call up volunteers or walk through the crowd, and invite teachers to attend the presentation as they will be called upon!

Building Excitement

Many successful author/illustrator visits happen by building excitement and familiarizing the students, parents, librarian, classroom teachers, and art teacher with the book(s). If children will not have read the books in advance of the visit, please let Miranda know so she can read them as part of the presentation (please note this will take up some of the scheduled presentation time). Other ways to prepare include sending home a flyer and book order form to parents several weeks in advance, and invite parents to attend (if your school has the capacity). Teachers can prepare by checking out the corresponding Teacher Resources at mirandapaul.com/for-teachers or by printing out the biographical and book information at mirandapaul.com. If students have been working on a book-related project or activity in advance, they are generally more excited and engaged on the day of the visit.

Ordering Books

Schools are not required to sell books, but typically students and families will want the opportunity to order books and get them signed. There are two ways to go about book sales:

1. **Bigger Discount, More Work**

Schools may choose to sell books directly to students and receive discounts. About 4-6 weeks in advance of the visit, schools send home an order form and flyer about the visit (with frequent reminders). An order form template is available at mirandapaul.com/school-visits. Call the publishers directly to obtain pricing quotes and place orders at least two weeks in advance (you will get a significant discount when you **mention you're having Miranda visit**). Schools can set the prices for the books as they see fit, either passing along the discount to students or using the profits as a fundraiser. Since this option involves more work, it is best to appoint a staff, faculty, or parent volunteer as the person in charge of overseeing book orders.

Publisher Contact Info

Lerner Publishing Group (*One Plastic Bag, Whose Hands Are These?*) - 1-800-328-4929

Macmillan Children's (*Water is Water, Are We Pears Yet?* (2017)) - 1-888-330-8477

Penguin Random House (*10 Little Ninjas*) - customerservice@penguinrandomhouse.com

little bee books (*Trainbots, Blobfish Throws a Party* (2017)) - 1-844-321-0237

2. **Local Partnership, Less Work**

Schools may ask a local bookstore to order and deliver books to students, which takes the workload off of your parents, teachers, and staff and also supports a business within your own community. The bookseller will take care of making an order form, placing orders with the publishers, and ensuring delivery and returns are taken care of. Many booksellers will also send a volunteer to help make the autograph session go smoothly during the visit. A list of independent booksellers in your area is available by entering your zip code at www.indiebound.org or use your local telephone/online directory.