

# 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 supply your own standard contract as soon as possible. Your event is not officially booked and dates not guaranteed until you do so. The form can be found in the school visit packet or online at [mirandapaul.com/school-visits](http://mirandapaul.com/school-visits). Email Judy Cooper, booking assistant at [bookthepauls@gmail.com](mailto:bookthepauls@gmail.com) if you have questions about confirming a visit or filling in the form. Make sure that any paperwork (W-9s, invoice requests, or background checks) is sent more than eight weeks in advance, and send clear instructions for airport pickup or for parking and entering the building.

## Schedule, Space, and Tech Needs

Standard presentations are typically 60 minutes with grades 2 and up—this includes time to settle in, the presentation, plus a Q&A section after the presentation. Any assembly or mixed-age group that includes PreK or K will be shortened to approximately 25 minutes of interactive storytime. (It is best to have a separate presentation time for these grades; see presentation descriptions for more information). For any large-group setting, it's best to schedule the auditorium, gym, 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. A small table for props is also helpful. Please keep an aisle in the middle so Miranda can call up volunteers or walk through the crowd. Invite teachers to attend as they will be called upon! Tip: It is best to schedule 10-15 minutes or more between talks.

## 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 adjust the presentation accordingly. 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](http://mirandapaul.com/for-teachers) or by printing out the biographical and book information at [mirandapaul.com](http://mirandapaul.com) (also [baptistepaul.net](http://baptistepaul.net) if scheduling a dual author visit). 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 before the visit and get them signed on the day of the visit. 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](http://mirandapaul.com/school-visits). Call your distributor or 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. Please remember books can take up to 10 business days to ship.

### You can order directly from Follett, Ingram, Baker & Taylor, or Contact Publishers Directly (best discount):

\*Lerner Publishing Group (*One Plastic Bag, Whose Hands Are These?, I Am Farmer (2019), Thanku*) - 1-800-328-4929

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

\*Penguin Random House (*10 Little Ninjas, Mia Moves Out*) - [customerservice@penguinrandomhouse.com](mailto:customerservice@penguinrandomhouse.com)

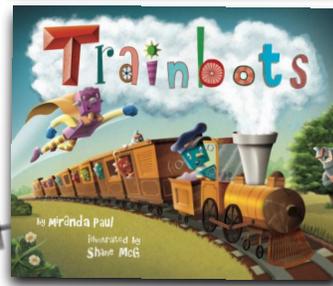
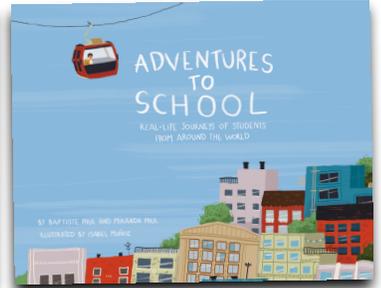
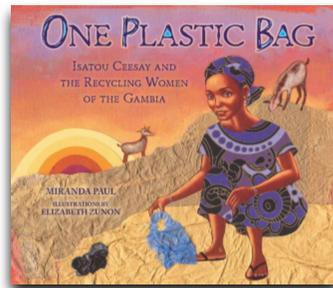
\*Little Bee (*Trainbots, Blobfish Throws a Party, The Great Pasta Escape, Adventures to School*) - 1-844-321-0237

NOTE: ONE PLASTIC BAG is a Scholastic Book Fair & Club Title already, and 10 LITTLE NINJAS will be appearing in the Scholastic Book Club Flyer in 2018. To order these affordable, paperback options, please ask your Scholastic rep.

### 2. *Local Partnership, Less Work*

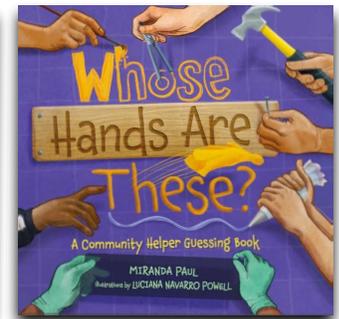
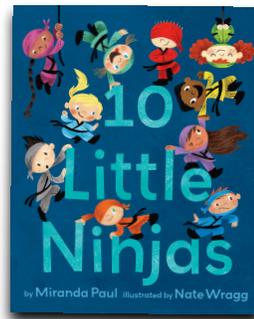
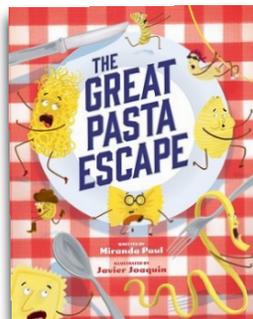
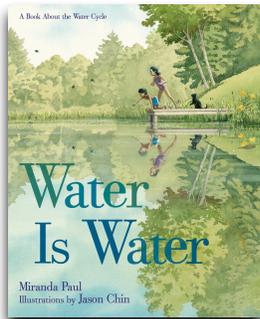
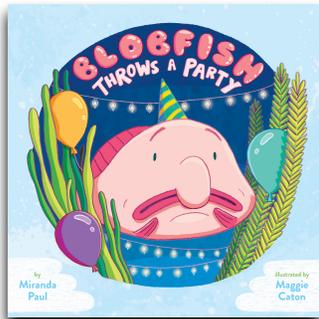
Schools may ask a local bookstore or B&N to order and deliver books to students, which takes the workload off of your parents, teachers, and staff and also supports a business within your own community. The bookseller will take care of making an order form, placing orders with the publishers, and ensuring 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](http://www.indiebound.org) or use your local telephone/online directory. If you do not have a local bookseller, you can call 920-406-0200 to order from The Reader's Loft, Miranda's hometown bookstore. They will ship. Thanks for supporting local booksellers!

# Look who's coming to visit!



When: \_\_\_\_\_ Where: \_\_\_\_\_

Pre-order your autographed books by: \_\_\_\_\_



For more info about this event, contact: \_\_\_\_\_

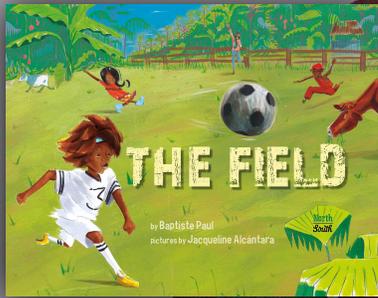
Event Sponsored By: \_\_\_\_\_

# Look who's coming to visit!

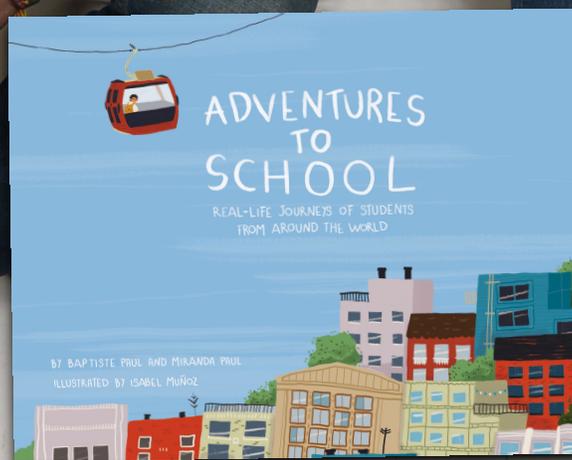
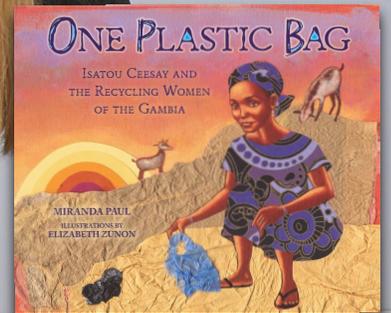
When: \_\_\_\_\_ Where: \_\_\_\_\_

Pre-order your autographed books by: \_\_\_\_\_

**Baptiste Paul**  
*Author*



**Miranda Paul**  
*Author*



Event Sponsored By: \_\_\_\_\_