

# Preparing for the Presentations

## Primary Presentations

### Meet Bobbi and Bob Cat

#### Interactive Assembly

(Grades K-3 – Any Size Group)

40 minutes (includes Q & A)

Mary shares her life as a writer, including behind-the-scenes stories about the creation of *Two Bobbies: A True Story of Hurricane Katrina, Friendship and Survival*. In an interactive and dynamic multi-media format, students will be introduced to the fascinating genre of true stories. This presentation will include a Q & A session, and will conclude with final tips for partner writing and writing true stories, as well as a short video clip of children sharing their responses to the Bobs.

#### Required Materials:

- A Well-prepared Audience.
- Table for Materials.
- Overhead Projection Device, Remote Control and Projection Screen.
- Long Extension Cord.
- Hands-free microphone for groups of more than 40 students.

### Meet Nubs!

#### Interactive Assembly

(Grades K-3 – Any Size Group)

50 minutes (includes Q & A)

Mary shares her life as a writer, including never-before-shared stories about the creation of *Nubs: The True Story of a Mutt, a Marine & a Miracle*. In an interactive and dynamic multi-media format, students will be introduced to the fascinating genre of true stories, including the importance of interviewing, researching and revising. This presentation includes a Q&A session. Recent photos and a short Animoto movie of Nubs will be shared!

#### Required Materials:

- A Well-prepared Audience.
- Table for Materials.
- Overhead Projection Device, Remote Control and Projection Screen.
- Long Extension Cord.
- Hands-free microphone for groups of more than 40 students.

### Friendship, Fur and Facts

#### Interactive Assembly

(Grades K-3 – Any Size Group)

50 minutes (includes Q & A)

Mary shares her life as a writer, including behind-the-scenes stories about the creation of the award-winning *Two Bobbies: A True Story of Hurricane Katrina, Friendship and Survival*. In an interactive and dynamic multi-media format, students will learn tips and strategies for writing their own true stories! This presentation concludes with a Q & A session.

#### Required Materials:

- A Well-prepared Audience.
- Table for Materials.
- Overhead Projection Device, Remote Control and Projection Screen.
- Long Extension Cord.
- Hands-free microphone for groups of more than 40 students.

# Preparing for the Presentations

## Intermediate Presentations

### Nubs! A Mutt and The Miracle of Writing True Stories

#### Interactive Assembly

(Grades 3-6 – Any Size Group)

50 minutes (includes Q & A)

In this interactive and dynamic 50-minute program, Mary shares back stories about Nubs and his inspiring life, introducing students to the key ingredients in writing true stories - interviewing, researching, revising...and passion. This presentation includes an examination of original writing drafts, and a Q&A. Recent photos and a short Animoto movie of Nubs will be shared!

#### Required Materials:

- A Well-prepared Audience.
- Table for Materials.
- Overhead Projection Device, Remote Control and Projection Screen.
- Long Extension Cord.
- Hands-free microphone for groups of more than 40 students.

### Friendship, Fur and Facts

#### Interactive Assembly

(Grades 3-6 – Any Size Group)

50 minutes (includes Q & A)

Mary shares her life as a writer, including behind-the-scenes stories about the creation, (from first idea to completed book) of *Two Bobbies: A True Story of Hurricane Katrina, Friendship and Survival*; *Nubs: The True Story of a Mutt, a Marine & a Miracle*; and *The Famous Nini: A Mostly True Story of How a Plain White Cat Became a Star*. In an in-depth, interactive, and dynamic multi-media format, students will learn tips and strategies for writing in the genre of true stories and mostly true stories! This presentation includes a Q & A session.

#### Required Materials:

- A Well-prepared Audience.
- Table for Materials.
- Overhead Projection Device, Remote Control and Projection Screen.
- Long Extension Cord.
- Hands-free microphone for groups of more than 40 students.

### Inside the Writer's Studio

(Middle School – Up to 30 Students)

45 minutes

In this informal session, Mary introduces herself and her books, and lets students "drive" the content, based on their questions. To provide maximum learning and an interactive experience, students should come with at least one question of importance about writing. Many teachers prefer to select students involved in a writing project. Students then come to the session with questions from their own work. Writing tips and strategies are shared, and stories from Mary's life as a writer are used to illuminate the students' experience.

#### Required Materials:

- A Well-prepared Audience.
- Table for Materials.
- Overhead Projection Device, Remote Control and Projection Screen.
- Long Extension Cord.
- Hands-free microphone for groups of more than 40 students.

# How to Make the Event a Success

The following are some suggestions for giving your school an author visit to remember.

## Scheduling

In setting up the schedule, there are a few things you can do to maximize the fun and make the day flow smoothly:

**1) A full-day, special visit includes (3) 50-minute presentations and a book signing, plus lunch with students or faculty. A half-day special rate event includes (1) 50-minute presentation and a book signing.**

*Please be sure to indicate in the schedule the grade levels and number of students expected in each session.*

2) Please allow at least 10-15 minutes between presentations.

3) Mary will arrive 30 minutes before the first event to set-up. Please let me know what type of computer system (Mac/PC) will be available prior to the event. See Technical information below.

## Technical

Mary will bring her iPad containing her presentations in Keynote along with a VGA cable. She will also bring a jump drive containing her presentations in PowerPoint in case there are compatibility issues. In order to be fully prepared, you will need to download a very small, free PowerPoint viewer prior to her arrival (this is necessary regardless of the version of PowerPoint you have): <http://www.microsoft.com/download/en/details.aspx?id=13>.

It is helpful to have a technical expert on-hand to make sure things run smoothly on the day of the event.

## Make sure the students are aware of the upcoming visit.

If students know something about the event *before* it happens, it really adds to the excitement of the visit. No matter what else you do, be sure to read to the students from one of Mary's books before she arrives. Have fun and use your imagination -- and involve the students. Involve the teachers, too, by asking them to help students generate questions for the Q&A. Some schools have found it helpful to have the students write their questions on note cards prior to the presentation.

## Events

It is nice to have someone introduce Mary. Also, giving the students nametags can help personalize the event. If you could provide a few bottles of water during the day, Mary would very much appreciate it.

## Lunch with the Author (Full-day Events Only)

On the day of the visit, Mary would be happy to eat lunch with faculty and/or a select group of students. Please let me know your plans for this portion of the visit.

## Book Orders

For students, having a book signed by an author with whom they have interacted is often a magical thing. For one reason or another, the world of reading and writing often becomes more tangible, adventuresome, and real. It is much more valuable for students to be there, in person, when their book is signed, rather than having their teacher hand them that same book. If it is at all possible, please schedule a time when students can come to the library and have their books signed.

It is helpful to have a parent volunteer organize the book ordering and distribution. Please have the order forms distributed to students at least one month in advance of the visit. Two weeks before the visit, please let me know how many books have been ordered. Please allow a sufficient amount of time for the autograph session, as it takes approximately one minute to sign each book.

We would be happy to help make arrangements with a local bookstore. If your school would like to work directly with publishers, please let us know.

# Checklist for Author Visit

## One month before visit:

- \_\_\_\_\_ Send home book order forms with students.
- \_\_\_\_\_ Return signed event contract.
- \_\_\_\_\_ Provide teachers with supplemental activity information.
- \_\_\_\_\_ For out-of-town events, Mary would prefer to be picked-up at the airport and driven to and from event locations. Please let me know what the arrangements are for the travel portion of Mary's visit.

## Two weeks before visit:

- \_\_\_\_\_ Collect book order forms.
- \_\_\_\_\_ Prepare the students, including reading Mary's book and generating questions.
- \_\_\_\_\_ Contact local media to make them aware of the author visit.
- \_\_\_\_\_ Email Michele Kophs at [michele@provatomarketing.com](mailto:michele@provatomarketing.com) with book order information.

## Day of visit:

- \_\_\_\_\_ Set-up screen and microphone for Assembly.
- \_\_\_\_\_ Double-check equipment including projector bulbs, microphone, etc.
- \_\_\_\_\_ Pass out nametags for students.