

EVENT CHECKLIST

Author Alan Small Campus Visit

A visit from an author with loads of REAL SCIENCE is an EXCELLENT way to energize your school's Language Arts and Science programs! The best way to harness that energy is to GET EVERYONE INVOLVED! Here are the tips and strategies that work!

Before the big day:

___ Complete and return the *Visiting Author Agreement / Scheduling Form*. Be **BOLD** about asking questions! Remember: **I want to visit your school, and we both want your kids to have a fun!**

___ Read the books to the kids! The BEST way to get classes excited and involved with an author visit is to share the author's stories with them! If you want to show them cool science I have done with other schools, explore #TSCHB with them on Twitter!

___ Send home the event announcement with every child, and display it in visible locations. Include it on your website and newsletters. This form is also the order form for parents! I need the book order numbers 2 weeks before the event, so send them home 4 weeks before your date. This will give you 2 weeks to get them back!

___ Remember your social media posts! Tag me on Twitter! @TheFort_fw

___ Prepare any bulletin boards or banners that will support your big day!

___ Let your specials teachers (art, pe, music, library, etc.) know about the upcoming event. Often they have cool ideas for amazing activities using the author's stories!

___ Hold a door contest! Having classes decorate their door based on an author's books is a PERFECT way to build excitement! I have seen some extraordinary door designs from school contests, and if you tweet a picture of your winning class, I'll schedule a 15 minute class visit with them as a reward on the day of my visit!

During the big day:

___ Arrange time for the principal to visit at one or more presentation. Administrator visibility is oddly important for getting students pumped up for learning. When the principal is on board, everybody is on board.

___ Schedule ALL teachers to attend! They are a big part of this event's success! Please make sure that participating classes have received their schedules by this time.

I will need the following set up at least one hour before the first presentation:

___ A place to park and unload specimens and equipment.

___ Three tables in front to hold specimens. Six foot folding tables work well.

___ A document camera / Elmo, a digital projector, a projection screen, and a microphone (if needed). If your school doesn't have this equipment, please let me know while we are scheduling the event so I can adjust accordingly.

___ Autograph table: I will need a table and chair with a place to display books and sign autographs between sessions. The table should be away from the stage or presentation area, and should have extra order forms available for handing out.

During the presentation

___ Teachers will stay with their class to encourage engagement and to actively manage behavior.

___ Student placement and grouping: During the presentations, students will be seated in a way that allows easily access and delivery of supplies. If they are on the floor, we will need some rows or walkways through the crowd. Students will sit with their class, near their teacher as much as possible, and teachers will manage and arrange student seating as needed during the presentation.

___ Introduction: Someone will give a brief introduction to the crowd and will transition to the presentation with a light applause.

___ Teachers will model the active participation that they want to see with their students.

___ Take cool pictures and share with your community.

___ Have a great time!