

## School Visit Checklist

**Here are my basic guidelines. I work with each school to design a fun and inspirational day that fits their unique needs and schedule.**

- Email Kathy to confirm a date. Winter bookings should include a 'snow date'.
- Who is funding the visit? (School or PTO.) This is needed for the invoice.
- Kathy will send faculty and student book order forms, posters, and 2 books for the library. Please let her know which of her books are in the school library collection.
- Set the assembly schedule. Morning is preferable unless she is staying for an after school program in which case afternoon assemblies would be best. The program is 45 minutes, but allow 15 minutes transition time. Group students by grade i.e. K-2, and 3-5.
- Schedule the author lunch. This is optional. It's an opportunity for a class or select group of students to meet and have lunch with an author. Students can be chosen by lottery, or it may be easier to schedule a whole class. Student selection can tie in with an existing incentive program. The lunch doesn't have to be anything fancy. I often eat the cafeteria lunch.
- Schedule time for the book signing. I like to meet the students and sign their book in front of them, if possible. This is typically done in the afternoon, following the author lunch. Students can be called to the signing area by grade or class.
- Prepare Students: Please preview the first two books with students to build excitement for my visit. ("Chippy Chipmunk Parties in the Garden" and "Chippy Chipmunk: Babies in the Garden". Since "Chippy Chipmunk: Friends in the Garden" has a sensitive topic, I do not cover it in the assembly.

Writing or research activities focused on chipmunks will enhance the anticipated visit.

- Inform Families: Send home the Student Order Form. I only need a few days notice of how many books to bring. I always bring extra so I can handle last minute orders. The paperwork is due the week before my visit, but you'll need to make reminder announcements.
- Provide the count for bookmarks needed. (Allow for staff as well as students.)
- Collect book orders, and organize them by grade level and then teacher. A few days before the visit email an approximate total number of each book ordered. It works best to separate the payment from the slips. Verify checks are made payable to Kathy Miller and write the check # on the order slip.

(see page 2)

- Technical needs: screen, microphone, digital projector, extension cord, power strip, AV cart (for my laptop and the projector), plus a small table & chair if there's no stage for my props. I will bring a back-up digital projector.
- A funded program receives 4 free books as student giveaways. Have the winner's names preselected so two winners can be announced at each assembly. A chipmunk hand puppet will be given to your library.
- Find a volunteer to wear the Chippy Chipmunk mascot costume. They will get a free book as a thank you. For sanitary reasons, the same person should wear the costume for both assemblies. It will accommodate someone between 5' and 6' 2" and is quite roomy. They should wear socks and light clothing. The mascot enters as a surprise at the end of the first assembly. As students leave, they can greet the chipmunk on their way out. The mascot can stay in place and greet the next group of students who arrive for the second assembly.



Some schools have the mascot come in at the end of both assemblies, but then the volunteer will need to get dressed twice.

Please notify teachers of students with special needs about the mascot, so they can take precautions for students who may be fearful. They can depart the assembly before the mascot comes in.

- Inform your gym teacher if the gymnasium is being utilized.
- Inform the cafeteria staff if the cafeteria is being utilized. (They need set up time before lunch.)
- Inform maintenance staff of technical needs.
- A cup or bottle of water would be most appreciated.