

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.

- **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.
- Confirm a date. Winter bookings should include a 'snow date'.
- The invoice will be addressed to the school unless you let me know it should go to the PTO. Payment will be due prior to the presentation date.
- I will send a book order form, 2 posters, and a set of 4 books for the library.
- Set the assembly schedule. The program length is 45 minutes but allow 15 minutes transition time between assemblies. I will need to arrive 1 hour before the start of the 1st assembly.
- Schedule time for the book signing. I like to meet the students and sign their book in front of them, if possible.
- Schedule one classroom visit for a 20-minute Q&A. (optional)
- 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 Book Order Form. I only need a few days notice of how many books to bring. Reminders will be needed but I always bring extra books so I can accommodate last minute orders.
- 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 payments from the order slips. Verify checks are made payable to Kathy Miller and write the check # on the order slip.

(see page 2)

- A funded program receives 4 free books and 2 posters as student giveaways. Have the winner's names preselected so the winners can be announced at each assembly.
- 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.