



April Henry's School Visit Checklist

This checklist covers all the main issues associated with April's upcoming visit to your school, but feel free to call or email April (<mailto:april@aprilhenrymysteries.com>) if you have any additional questions or concerns.

Transportation (check all that apply)

- Air travel arrangements have been made by either you or April
- April will rent a car and drive herself to/from school/s and airport
- You will provide transportation for April to/from school/s and airport
- Other travel arrangements have been made

Lodging

- Hotel reservations have been made

(Note: best are hotels that have on-site or nearby dining and Internet access ... bed & breakfasts seem cute, but don't give an author any down time as they may need to spend meals interacting with owner and guests)

- Hotel is direct billed to you or your school
- April will pay the hotel bill and invoice you for the amount at a later date
- You've informed April of her hotel confirmation number
- April is making her own hotel reservations
- Other lodging arrangements have been made

Audio - Visual

- Your school is providing an LCD projector and a large screen
- Projector has been checked and is in good working order (Important!)
- Extra bulb is available in case it's needed
- A small table is available for April's presentation materials in addition to a cart for the projector
- Screen has been checked and is in good working order
- There is no large screen, but a blank wall or other flat surface is available
- If April will be using a wireless microphone, fresh batteries have been installed

Books

- April has been told how you plan to handle book sales
- You have allocated time during the day for book signing
- If you're ordering books, an order form has been sent home
- Books have been ordered from publisher/bookstore/distributor
- Books have arrived
- The name of the child and teacher is on a post-it note in each book
- Other book ordering/sales arrangements have been made
- You will not be selling books

Lunch (check one)

- April will eat lunch with kids you will select in an area apart from the cafeteria
- You will provide April a lunch to eat with teachers in the teachers' lounge/library
- Someone will take April out for lunch
- April will be free to eat lunch alone off-campus
- Other lunch arrangements have been made

Payment (check one)

- April will be paid her speaking fee the day she speaks at your school. She will invoice you for expenses later
- April will be paid a "flat fee" agreed upon in advance that covers speaking fee and expenses
- April has been informed of your plans for payment (Important!)
- Other payment arrangements have been made

Promotion (check all that apply)

- Local media has been contacted about April's visit (Good publicity for your school!)
- Notices have been sent to parents and they've been invited to attend
- Samples of April's books are on display in your library/media center
- Teachers have familiarized students with April's books
- Students have visited www.AprilHenryMysteries.com
- Someone will be taking photos or videotaping April's presentation
- Other promotional ideas

Other (check all that apply)

- You've sent April directions to your school
- You have sent April an agenda for her visit listing times of each presentation, grade levels of audience and approx. number of children in each session.
- You've sent April any phone numbers she'll need in case of emergency
- You've let April know if parking at your school is going to be a problem and where she should park

Use the space below to make notes of any questions you have for April, concerns, things to do, etc.