

How to Prepare for an Author Visit

I'm available for half day and full day author visits to middle schools and high schools in the San Antonio/Austin area at no charge, as part of my Literacy Initiative. However, to book a visit, a school should follow these guidelines:

1. Book the author visit at least two months in advance by filling out the contact form at <http://www.evapohler.com/resources-teachers-librarians/>. Your visit will be confirmed within one week of booking. If possible, let me know if you want me to focus on the writing process, careers in publishing, or activities in Greek mythology (such as Bingo and Jeopardy).
2. Coordinate with other faculty, if necessary, to ensure that I can present to as many students as possible—either in back-to-back class periods or in large auditorium-sized groups.
3. Make copies of the book order form (found at <http://www.evapohler.com/resources-teachers-librarians/>) and distribute to all students at least six weeks before the visit.
4. Collect order forms with payment from students at least four weeks before the visit and email me at eva@evapohler.com when the orders are ready for pick up. I need the forms and payment four weeks in advance so that I can order the books and deliver them before the author visit.
5. Decide in advance how I will be signing books. Will you deliver the ordered books to students and then remind them to bring them to the visit, where I will sign in person? Or would you rather me sign the books before delivering them to the school?

If you have any questions, please don't hesitate to contact me at eva@evapohler.com.