

ORDERING LYNN PLOURDE'S BOOKS FOR AN AUTHOR VISIT

Lynn does *not* sell her own books, but she is happy to autograph books during an author visit.

You may . . .

- Have students/teachers bring in their own copies of Lynn's books and she will sign them.
- Order Lynn's books directly from the publishers and you will get up to a 40% discount (if you say they are for an author visit). But since she has different books from different publishers, it will involve more work, organization, and up-front planning on your end. You'll have to deal with ordering, selling, and returning unsold copies. Some schools are happy to do this to get the maximum discount. The discount may then be passed along to students so more students can afford books OR students may be charged the full retail price and the "profit" can help to pay for the author visit or for other literacy events/causes.
- Order Lynn's books through a local bookstore that will likely give the school up to a 20% discount. The bookstore deals with ordering books and returns. As above, the discount may be passed along to students or the full retail price can be charged to generate a "profit."

Since Lynn has many books, it is not reasonable to offer all her books for sale. You might select 4-6 of her titles to offer students. You might include some paperback titles for cheaper options as well as some hardcover titles for more durable souvenirs. You might include some titles for younger grades and for older grades. Including one or two of her most recent titles is a good idea for students/families who want the "newest" book. Ask Lynn if you want suggestions for which books to offer for sale.

On the following page, you will find a list of publisher contacts for Lynn's books.

PUBLISHER/CONTACT	LYNN'S BOOKS (Note: hc is hardcover & pb is paperback)	PRICE-RETAIL
DISNEY/HYPERION/HACHETTE 1-800-759-0190 order.desk@hbgusa.com	<i>You're Wearing THAT to School?!</i> (hc) <i>You're Doing THAT in the Talent Show?!</i> (hc) <i>Bella's Fall Coat</i> (hc)	\$16.99-\$17.99
DOWN EAST BOOKS Contact: Amy Alexander Special Sales National Book Network 203-458-4541 aalexander@nbnbooks.com	<i>Moose, of Course!</i> (pb) <i>The Dump Man's Treasures</i> (hc) <i>The Blizzard Wizard</i> (hc) <i>Only Cows Allowed</i> (hc) <i>Lost Trail</i> (pb) <i>Baby Bear's NOT Hibernating</i> (hc)	From \$9.95-\$16.95
ISLANDPORT PRESS 207-846-3344 info@islandportpress.com	<i>At One: In a Place Called Maine</i> (hc) <i>Merry Moosey Christmas</i> (hc)	\$16.95-\$17.95
PENGUIN/RANDOM HOUSE (order Charlesbridge books too) 1-800-733-3000	<i>A Mountain of Mittens</i> (pb) <i>Maxi's Secrets</i> (pb & hc)	\$7.95 \$8.99-\$16.99
SIMON & SCHUSTER 1-800-223-2336 Purchaseorders@simonandschuster.com	<i>Wild Child</i> (pb)	\$7.99

The following books by Lynn are out of print. You might check availability by searching the title online and checking used book sites. Titles: *Book Fair Day*; *Dad, Aren't You Glad?*; *Dino Pets*; *Dino Pets Go to School*; *Field Trip Day*; *The First Feud*; *Grandpappy Snippy Snappies*; *Margaret Chase Smith: A Woman for President*; *Mother, May I?* *Pajama Day*; *Pigs in the Mud*; *School Picture Day*; *Science Fair Day*; *Snow Day*; *Spring's Sprung*; *Summer's Vacation*; *Teacher Appreciation Day*; *Thank You, Grandpa*; *Winter Waits*

WHEN CREATING AN ORDER FORM

When creating an order form for students and teachers to order books, consider the following:

- Space for student's/buyer's name
- Space for teacher's name (to know where to return books after they're signed)
- List of book choices—note if available in hardcover or paperback or both; some schools include title of book as well as image of cover of book
- Price for each book (some schools round up or down to make amounts even, such as: \$15 for a \$14.95 book or \$5 for a \$5.25 book)
- Quantity/number ordered for each title (with note that if more than one copy is ordered of the same title, to clearly mark whom each copy is to be signed for)
- NAME CLEARLY PRINTED for whom each book is to be signed for
- Note if there are any special messages (i.e. Happy Birthday)
- Or do they prefer to have Lynn write her own special message in each book?
Note: Lynn has a special message that she puts in each book (i.e. “Enjoy the magic of snow!” in *The Blizzard Wizard*, “Happy Moose Searching!” in *Moose, of Course!* and so on)
- For SCHOOL copies of books, note if they are for the library so Lynn can write a message to “Hall School Library Friends” along with her message for that book
- For TEACHER copies of books, note if the teacher wants book signed with his/her first or last name (i.e. Pam Smith, Ms. Smith, Ms. Smith & Class), to someone special in the family, such as to a grandchild, etc.
- Date clearly marked when order forms need to be returned
- Include on form that books are for an upcoming author visit with Lynn Plourde on X date (You might also note here if the visit is sponsored/funded by a specific source to give them credit, such as: “author visit with Lynn Plourde sponsored by our local PTA”) (In addition, you might invite families to visit Lynn's website—www.lynnplourde.com—before her visit to familiarize themselves with her books and background)
- A question asking parents/guardians that if their select book is no longer available for some reason, do they want you to select & substitute another book of equal or lesser value (and return the change to them if it's of lesser value) OR do they prefer no substitutes or for you to attempt to call/contact them or ask their child to discuss substitution options
- If a family orders multiple books, consider copying forms to put in each book so Lynn knows whom each book is to be signed for or group books with an elastic or in a bag together so the order form does not get separated from the multiple books.