

## DETAILS FOR LYNN PLOURDE'S AUTHOR VISITS

Usually **start with an opening assembly** during which Lynn shares several of her books interactively on slides and then turns one into a simple play with props, having select students act out parts. A book celebration!



After the assembly, Lynn **visits with small groups to share writing mini-lessons** which vary by grade level. Students do *not* actually write in a one-time visit, but she shares enough information and leaves organizers so teachers can follow-up after her visit and have their students write.



From [www.lynnplourde.com](http://www.lynnplourde.com)

During Lynn’s visits, she’s happy to **autograph books** (*not* slips of paper). She does not sell her books, but see information on ordering her books. She prefers to autograph books during lunch or between sessions so that she’s not taking instructional time away from students. Simply having order forms or sticky notes with clearly written names in or on books is the easiest way for her to sign books.

### **LENGTH OF VISITS**

Full day (3 to 5 total sessions)

Hour visit (single presentation—mostly for libraries)

Skype visit (see below)

### **FEES FOR LYNN’S VISITS**

	Maine	New England (outside Maine)	U.S. (outside New England)
Full day	From \$900-\$1200*	\$1500 plus expenses**	\$2500 plus expenses**
Hour	starting @ \$500 *	contact Lynn	contact Lynn
Skype (30-45 min.)	\$200	\$200	\$200

\* Lynn’s rates for visits in Maine vary depending upon the distance she has to drive from Winthrop, Maine to the school she is visiting. Contact Lynn for rates in your area. Plus note that visits beyond a 2-hour drive will require that the school pay for a hotel for Lynn.

\*\* Expenses include hotel & airfare

### **WHAT A SCHOOL NEEDS TO PROVIDE FOR LYNN’S VISIT**

#### General:

- Directions to the school (& any special directions for parking)
- Contact phone number for school plus cell/home phone number for contact person (in case Lynn of a last-minute emergency)
- Check for payment in full on day of Lynn’s visit

#### For assemblies:

- LCD projector hooked up to a computer with Powerpoint on it (note: Lynn does not have a laptop; she will bring a memory stick with slides of her books to use with the school’s equipment)
- Screen
- Microphone
- No limit on size of audience—as long as it fits into the space

For small group sessions:

- Whiteboard or chart paper on easel with assorted colored markers
- Have small groups **in one location** (i.e. library, extra classroom) so that classes come to see Lynn
- Small group sizes are typically limited to **2 classrooms at a time** and should be grouped by grade levels (i.e. 2 first grades; contact Lynn if you have questions on grouping)

### **SETTING A SCHEDULE**

- Provide Lynn with a copy of a schedule that includes times, grade levels for each session
- Schedule 30 min. for Gr. K-2 school assemblies & 45 min. for school assemblies that have higher than Gr. 2 classes in it (note: it's okay to have Gr. K-5 students altogether in a 45-min. assembly)
- Build in 15 min. after an assembly for Lynn to pick up before the first small group session
- Most small-group sessions should be 45 min. long, but can be up to one hour for grades 4-6 if there's time in the schedule.

### **OPTIONS FOR FUNDING AN AUTHOR VISIT**

- Parent-teacher groups
- Title/Chapter I funds
- Literacy/In-service funds
- Local Arts Organizations
- Funds raised from book fairs
- Funds raised by the student council
- Go Fund Me fundraisers
- Local businesses
- Local civic organizations
- Local/state grants
- COMBINATION of above sources