

Scholastic Books for Children and Young Adults Author Visit Request Form

Please fill out this form as completely as possible. This will help give the author(s) a clear idea of what you are expecting. Once we receive your request, we will contact the author(s) in your order of preference and get back to you.

Today's Date: _____

The Authors

Please list in order of preference, three author/illustrators whom you would like to visit your school. For the most current list of authors available for school or library visits, visit our Web site at www.scholastic.com/authorvisits/.

First Choice _____

Second Choice _____

Third Choice _____

The Visit

Please list up to three possible dates or time periods for the author to visit. If possible, your dates should be no less than two weeks apart to maximize the chances of the author being available. NOTE: It's best to plan six months to a year ahead for most authors. Remember to list dates in order of preference.

Preferred Dates

First Choice _____

Second Choice _____

Third Choice _____

Hint: November, March, and April are usually the busiest traveling months for our authors and illustrators. If possible, try to pick dates in other months.

Number of Days _____

Number of Presentations _____

Planning Priority

____ My choice of author is my first priority, I am more flexible about the date.

____ My choice of date is my first priority, I am more flexible about the author.

Format

1. What will the format be: large presentations, small classroom gatherings, workshops, or a combination?

2. What will the room size be? _____

3. How many students will attend each presentation? _____

4. What is the grade level of the students whom the author will be addressing?

Background Information

The more you tell us, the better we can “sell” your proposal to the author. Please attach additional sheets if necessary.

Why are you interested in having an author/illustrator visit your school or library? Have you had other authors before? Which authors? Is there any other information that would give the author and us a better understanding of your goals, the type of event, etc?

About You

Your Name: _____

School or Library: _____

Address: _____

Phone # at work: _____ **Hours of availability:** _____

Phone # at home: _____ **Hours of availability:** _____

Fax # _____ **E-mail address:** _____

RETURN THIS COMPLETED FORM TO:

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