

Guest Author

Activity: Organize the Guest Author visit usually held in late February or early March

people needed: chair only

Job description (chair):

- Research potential Guest Author candidates
 - Contact to determine their fee and availability
 - Determine additional costs if relevant, such as travel reimbursement, lodging etc.
- Schedule day for the visit – consult with Mr. Mefford
- Write National Bank to request grant – usually in January (up to \$1000)
- Publicize event – flyer, bulletin board etc.
- Order copies of the author’s books for the library and possibly copies for classroom teachers (if funds allow). Coordinate with Mrs. Lough.
- Order a copy of one of the author’s books to be autographed for Mr. James Rakes CFO National Bank.
- Organize a book sale – optional.
- Plan or suggest simple optional activities for classroom teachers/ children related to the author and his or her books, i.e. for Tom Angleberger’s visit children made origami Yodas
- Plan the schedule for the day of the author’s visit – with Mr. Mefford
- Serve as host on the day of the Author’s visit – facilitate, help organize any thing s/he may need, projector, etc.
- Write thank you note after the event to Mr, Rakes.

Time commitment (chair): 5-10 hours for the entire project, depending on how much time you choose to put into the research and other tasks.