

Author Visit Step-by-Step!

So, you've contacted Bridget Hodder, and she's agreed to visit your class or group in person or via Zoom? Follow these easy steps to set up a perfectly smooth author visit!

IN-PERSON VISITS:

1) Specify who the point-person will be for Bridget's visit, and make sure that person is up for communicating. Give Bridget the point-person's name, position, phone and email, and connect the two via a shared email.

2) After initial emails and mutual agreement, point person should follow up by sending an **email** to Bridget specifying each of the following:

--Date, time and place of the author visit, with address and name of institution

--Total number of students who will participate in session/s; their age range and grades

--Specify if this is a single class session or a full-school event

--Fee agreed upon for the session and acknowledgement that payment will be rendered same day, after the end of session

--Acknowledge that you understand the sessions will not be recorded, but photography is very welcome

3) When agreed upon, send Bridget a schedule for the day. Here's an example of an awesome schedule:

BRIDGET HODDER VISIT at SUNNYDALE SCHOOL (Date):

8:45 a.m.

Bridget will park in Visitor spot in parking lot, or if no room, in Ms. Angel's driveway across the street. Mrs. Giles meets Bridget at door of school and signs her in, escorts her to Classroom 1 (Grade 4, 20 students)

10:00 a.m.

Mr. Spike sends a student to escort Bridget to his classroom, Classroom 3 (Grade 4, 23 students)

11:00 a.m.

Ms. Summers sends a student to escort Bridget to the West Wing, where she will give a workshop to Ms. Summers' Classroom 9 (Grade 5, 30 students)

12:00 noon

Ms. Summers escorts Bridget to the lunch room, where she will eat with the teachers. Teachers dish a little about Principal Snyder, but not enough to satisfy Bridget's curiosity. Bridget notices the salad is surprisingly good. Sunflower seeds add a nice crunch.

1:00 p.m.

Principal Snyder will escort Bridget to the General Assembly auditorium, where she will give a presentation on Interfaith Peace. (All Grades, 4, 5, 6, 200 students) Everyone is overwhelmed with inspiration and joy.

2:00 - 2:30

Bridget signs student copies of books in auditorium; photo opportunities. Laughter, excitement, some arguing over places in the line, but nothing Mr. Spike can't handle.

2:30 Principal Snyder gives payment to Bridget in the form of a check and has her sign for it. He smiles at her. She smiles back. A bond has been forged. She feels deep in her heart that she shall return when her next book comes out.

END OF DAY

AFTERWARDS: Follow up by emailing Bridget any photos from the day, and comments from students. She loves tweeting pictures that don't violate student privacy, so if you have one, share one, and share your social media info, so she can @ you!

ZOOM VISIT INSTRUCTIONS:

- 1) Contact Bridget, agree upon date and time and fee, if any (20 minute sessions on World Read Aloud Day are free!). In case of genuine need, do not hesitate to discuss fees openly with Bridget.
- 2) Email Bridget with point person's contact info, cc'ing point person (unless YOU are the point person, in which case, say so and be greeted warmly). **A phone number** in case of online connection failure on the day is very important.
- 3) Set up the Zoom and send Bridget the link.
- 4) No group larger than 30 students at a time on Zoom; it gets too confusing.
- 5) On the day of the presentation, **RE-SEND the link to the Zoom call** to Bridget, who will haplessly search for it at the last minute otherwise, panicking.
- 6) Make sure the kids have read at least some of the book, and that they have prepared and written down questions beforehand.

7) When Bridget opens the session to Q&A at the end, please read the questions from your students, **yourself**, and identify who asked the question by name. It's really hard to hear students most of the time when they are asked to read their own questions aloud via Zoom, so this is a good compromise.

8) Enjoy!

9) Please, no recording of Bridget's sessions is allowed.

10) If the kids liked the session, follow up and let Bridget know!

Thank you for your interest in meeting Bridget!