

School Visit FAQ for Organizers

When do we pay the fee?

All fees and expenses are due in full on or before the day of the visit, payable to Josephine Cameron. No deposit is necessary.

How are hotel and airfare expenses handled?

Typically, the school will make the hotel reservations, pay in advance for the room, and provide me with a reservation number. I will book air reservations and expect reimbursement of the airfare on the day of the visit.

How should we set up the schedule for the visit?

- Please schedule no more than three 45-60 minute sessions per day.
- Allow for at least 10 minutes between sessions and factor in time for students to enter and leave the presentation area.
- Plan on at least 20 minutes before the first presentation for an A/V check.
- Provide lunch.
- If at all possible, provide local transportation (from airport to hotel, hotel to school, a ride back to the airport). Often a librarian, teacher, or school-approved volunteer will do the driving. I'm good at lots of things, but I'm terrible with directions, and this will avoid stress/complication/time delays. ;)

What do you need for your presentation?

- A small table.
- Water, please.
- For assemblies/classroom visits: projector, computer, and screen (I will bring a PowerPoint presentation on USB).
- For writing workshops: a whiteboard/blackboard.
- Teachers should remain with students throughout the presentation.

Any lunch requests?

I'm happy to have lunch with students/staff. I don't love mayonnaise or raw onions, but otherwise, I'm omnivorous. Cafeteria lunch is perfectly acceptable.

How should students and schools prepare?

Our time together will be most valuable if students have had a chance to think about it ahead of time. The best way to prepare is to share information about my visit and my books and encourage students to think about questions they'd like to ask a professional author. What are they *most* curious about? The writing process? The publishing process? Specific books? Revision? Research?

Some ideas for helping students make the most of our visit:

- Spread the word to families: put up posters, send home flyers, and post on social media (you can find printable and sharable materials at: <https://josephinecameron.com/schoolvisitkit>).
- Make sure your school library has copies of my books for kids to check out.
- Watch one of my read aloud or how-to videos with your class: <https://josephinecameron.com/activities>.
- Use one of my books as a classroom or small group read aloud.

What about COVID safety policies?

I've been fully vaccinated and boosted. I will have a mask with me and will follow your school's safety policies (distancing, proof of vaccination, etc).

What about ordering and autographing books?

Book sales are not an expectation or requirement for a paid school visit—I am there to meet and encourage young readers and writers! That said, students usually love having a book by an author they've met, and I'm happy to sign books for students personally.

SIGNING

- I will sign books at the school/library if there is time between presentations, lunch, etc.
- You may also bring books to my hotel room for me to sign the night before (which can avoid a situation where there isn't enough time to sign all the books on the day of the visit).
- Please write the name to be inscribed on a slip of paper or post-it note with each book. This saves lots of time and lessens the chance of error.
- If you need/want books signed after I've returned home, let me know. We can arrange to sign and send books through my local bookstore, or I can you send signed bookplates.

ORDERING

- Local bookstores are usually happy to facilitate book sales and will often provide an advance order form that can be sent home with students so that the books will arrive at the school for the day of the event. Some bookstores offer school discounts, or even give a percentage of the sales to the school.
- Be aware that students often decide they want to purchase books *after* they have seen an author presentation. For this reason, you might consider ordering extra books. Check with the bookstore/publisher about policies. Typically, unsold books may be returned.
- If you don't have a local bookshop, mine is happy to help! Contact Stephanie Heinz (stephanie@printbookstore.com) for more information.
- Books can also be ordered directly from my publisher. For school/library event orders where books are being resold, Macmillan offers a considerable discount. The best contact is Andrea Carrera-Marquez (andrea.carrera-marquez@macmillan.com) in special sales. For School / Library Event Orders where books are being *given away*, contact Taylor Armstrong (taylor.armstrong@macmillan.com).

May we take photos/record the session?

Photos are fine, and you can post them publicly. Video recordings are not allowed without prior permission.

Have more questions?

Email me anytime (josie@josephinecameron.com)! I'm looking forward to our visit!