



# Host a Random House Children's Books Author at Your School or Library, in Person or Virtually!

Author visits are exciting events that foster enthusiasm for learning. When students meet authors, they are inspired to read more and become more engaged with the writing process. For information on best practices for a successful author visit, look no further!

The Random House Children's Books author appearance coordinator will work with you to book the right author for your school or library.



# At a Glance:

## In-Person and Virtual Author Visits

### STEP 1: Select an Author

Visit the Random House Teachers and Librarians [website](#) for a list of available Random House Children's Books authors and illustrators and the age ranges for their presentations. You can also browse books and search for activities and guides to specific titles at [RHCBooks.com](#). You may also want to consider what type of event you would like the author to host (interactive, writing workshop, lecture).

### STEP 2: Contact Us with Specific Requests

Once you decide which author you'd like to invite to your school, fill out our [form](#). Try to do this at least six months before the event to allow time to coordinate.

### STEP 3: Honorariums and Details

Honorariums vary for each author; for more information about this, please contact the author appearance coordinator. Once the author has been confirmed, the publisher will send you a confirmation letter spelling out the terms of your agreement, including the honorarium, date of visit, and other details.

### STEP 4: Book Purchases

Order books well in advance directly from the publisher or from your usual source—distributor, wholesaler, or retail bookseller. Try to order the speaker's most recent book, since most visits focus on their latest work.

### STEP 5: Prepare Students

A great way to prepare for an author's visit is to plan book talks and projects based on the author's titles or write a list of questions for your visitor. You can find resources on the Random House Teachers and Librarians [website](#).

### STEP 6: Promote the Event

Distribute a newsletter about the event, make announcements, and showcase the author's books. Ask the author appearance coordinator if there are any promotional materials to send your way! Create an online event page via your school portal to build buzz and excitement for the author's visit. You can ask the author appearance coordinator for an author photo, book cover image, and any other promotional materials you might find useful to distribute electronically (guides or posters). Don't forget to utilize the school's social media platforms for promotion!

### STEP 7: Other Considerations

- Test audiovisual equipment.
- Have a backup of any digital presentation.
- Have a designated point of contact for the author, and provide an email and phone number for them.

### STEP 8: Virtual Visit Considerations

- Set up the virtual event room and ensure all necessary security measures are in place.
- Schedule a dry run with the author to troubleshoot any problems that might arise with the platform.
- Log in ten to fifteen minutes before the event with the author to get them settled.





# Types of Visits



## Assembly with PowerPoint

**Presentation:** Authors will create a PowerPoint to supplement their talk, making an interactive environment for students to listen and learn.



## Subject-Based Workshops:

For more thematic books, authors can walk students through their research practices and discuss their inspiration.



## Writing Workshops:

Students will learn about the author's writing process and have a chance to practice newly acquired strategies.



**Storytime and Activity:** Authors read aloud and lead a craft activity to keep students engaged. Suggested for younger students.



## Answering the Unanswered Questions:

Readers get the opportunity to think about and engage with unfinished plot threads and ambiguous endings.

For more information and to inquire about booking a Random House Children's Books author, email Lisa McClatchy: [liske@aol.com](mailto:liske@aol.com).

[RHTL Resources](#)



[Hosting an Author Visit](#)

[RHTeachersLibrarians.com](http://RHTeachersLibrarians.com)



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