



# PENGUIN

## YOUNG READERS GROUP

### Sample Schedule for Author/Illustrator Visit

You should provide the author/illustrator with a detailed schedule of the day's event. It's important to keep the day running on schedule, but make sure you remember to put time in for breaks! Have volunteers escort the author to the next presentation and have them help facilitate the book signings.

Discuss lunch plans for the day of the appearance with the author. Find out if the author would like to eat with the children in the cafeteria, go out to lunch with the members of the faculty and/or PTA, or have some time alone to unwind and get ready for the afternoon.

#### SAMPLE SCHEDULE FOR AUTHOR VISIT:

**9:00 a.m. - 9:45 a.m.**

Author presents for first graders in the library

**9:50 a.m. - 10:35 a.m.**

Author presents for second graders in the library

**10:45 a.m. - 11:15 a.m.**

School administration and local press greet the author in the gymnasium  
(\*NOTE\* If you wish to invite the press to your author visit,  
make sure you ask for the author's consent in advance. )

**11:30 a.m. - 12:15 p.m.**

Author presents for second grade in the auditorium

**12:30 p.m. - 1:45 p.m.**

Author's luncheon sponsored by the PTA

**2:00 p.m. - 3:00 p.m.**

Book signing party in the cafeteria

(\*Note: Depending on logistics, you may prefer to have the book signings after each presentation. )

**3:00 p.m.**

Author leaves school for airport/train station/etc.

Please visit [www.penguin.com/authorappearances](http://www.penguin.com/authorappearances) for more information.