



A PENGUIN FOR EVERY READER.

SCHOOL & LIBRARY

Penguin Young Readers Group - Sample Author Appearance Schedule

Most authors/illustrators have a preset number of presentations and format for their school or library appearances per day. You should work with the author to confirm a schedule and provide them with the final schedule a few days prior to the event and upon their arrival. It's important to keep the day running on schedule, but make sure you remember to allow time for breaks! Have volunteers escort the author to the next presentation and have them help facilitate the book signings.

Discuss any meal plans for the day of the appearance with the author (including if they have any allergies). Find out if the author would like to eat with a small group of pre-selected readers or teachers or librarians, go out to lunch with the faculty and/or PTA, or have some time alone to unwind and get ready for the next round of presentations, book signings or appearances.

Please feel free to reach out to the [Author Appearance Coordinator](#) with any questions.

SAMPLE SCHEDULE FOR AUTHOR VISIT:

8:30am

Author arrival

9:00am - 9:45am

Presentation #1 (Grades 1-2) in the gymnasium

9:50am - 10:35am

Presentation #2 (Grades 3-4)

10:45am - 11:15am

School administration and local press greet the author in the gymnasium
(*Note: If you wish to invite the press, ask the author's consent in advance.)

11:30am - 12:15pm

Presentation #3 (Grades 5-6) in the gymnasium

12:30pm - 1:45pm

Author Luncheon sponsored by the PTA in the faculty room

2:00pm - 3:00pm

Book Signing in the cafeteria

(*Note: you may prefer to have the book signings after each presentation.)

3:00pm

Author departs for airport/train station/etc.

PLEASE VISIT WWW.PENGUIN.COM/AUTHORAPPEARANCES FOR MORE INFORMATION

Dial Books for Young Readers • Dutton Children's Books • Firebird • Grosset & Dunlap • Kathy Dawson Books • Nancy Paulsen Books • Philomel Books • Puffin Books • G.P. Putnam's Sons • Razorbill • Speak • Viking Children's Books

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