



## Frequently Asked Questions Regarding an Author Visit with Barbara O'Connor

### **Is there a contract involved?**

Yes. After arranging for Barbara's visit, you will receive a contract to be signed and returned.

### **How do we pay Barbara's fee?**

Barbara's fees and expenses are due in full on the day of her visit.

### **How are hotel and airfare expenses handled?**

The school should make the hotel reservations and pay in advance for the room. Please provide Barbara with the reservation number. Barbara will book air reservations and expect reimbursement of the airfare on the day of her visit.

### **Is Barbara particular about the choice of hotels?**

No. However, she asks that you please book a clean, safe hotel with no exterior-facing doors. Hampton Inn or similar is fine.

### **How should we set up the schedule for Barbara's visit?**

- ❖ Schedule three 50-minute sessions per day.
- ❖ Allow at least 10 minutes between sessions (but no more than 30 minutes).
- ❖ Please factor in time for students to enter and leave the presentation area.
- ❖ Plan on Barbara arriving approximately 30 minutes prior to the first presentation to set up and/or test equipment.

### **What does Barbara need for her presentation?**

- ❖ A small table
- ❖ A projector and computer for PowerPoint presentations, a stationary location able to be darkened (e.g., library, auditorium, etc.) and a screen.
- ❖ A group of eager, well-prepared students.
- ❖ Payment in full.
- ❖ Teachers remaining with students throughout the presentation.



### **What about ordering and autographing of her books?**

Barbara doesn't require that her books be purchased, but children usually love having a book by an author they've met. Barbara's publishers offer substantial discounts on books purchased in conjunction with her visit.

- ❖ Autographing can usually be done during lunch or other free time during the day.
- ❖ Please write the name to be inscribed in the book on a slip of paper or post-it note with each book. This saves lots of time and lessens the chance of error.
- ❖ Remember to plan early! You should allow a minimum of three weeks to receive books once they have been ordered.

### **How do I order Barbara's books?**

Your local independent bookstore may be happy to help arrange a book sale.

If not, books can be ordered directly from the publisher. Barbara's publisher offers a substantial discount.

First and foremost, plan early. You should allow a minimum of three weeks for books to be shipped. Shorter time may be possible, but can't be guaranteed.

To order from the publisher, follow the step-by-step instructions found by clicking on "Order Books" on Barbara's School Visits page.

### **Can I buy Barbara's books at a discount?**

Yes! Barbara's publisher offers a discount for books ordered in conjunction with an author visit. The savings can be used to finance the author visit or passed along to the students. You'll find the discount amounts under "Order Books on Barbara's School Visits page.

### **How will I know how many books to order?**

- ❖ Determine how much you will charge for each book (the full retail price or the discounted price)
- ❖ Fill in the price on the book order
- ❖ Make the necessary number of copies
- ❖ Send home with the students at least five or six weeks before Barbara's visit, if possible.

Please be aware, however, that children often want to purchase books after they have seen Barbara's presentation. For this reason, you should consider ordering extra books. Any books not sold may be returned.

### **What if I order too many books?**

No problem! All books are returnable to the publisher except for fiction books ordered at a 50% discount. If fiction books need to be ordered on a returnable basis, a 40% discount applies.



### **What if I need to order books after Barbara leaves?**

No problem. Just inform the publisher that the order is in conjunction with an author visit and the discount should still apply.

### **But what about autographing books after Barbara leaves?**

Barbara can sign clear, stick-on labels that can be adhered to the front of the book. Just e-mail her the necessary information (to whom the labels should be inscribed): [barbaraoconnor@mac.com](mailto:barbaraoconnor@mac.com). Barbara will mail them back to you.

### **How can students get the most from Barbara's visit?**

The most important element to a successful author visit is making sure that the students are familiar with Barbara's books.

Students who have read her work or have had it read to them in class:

- ❖ Will be able to relate more easily to the presentation
- ❖ Will be excited about the program
- ❖ Are more likely to come armed with questions that enhance their experience with an author.

### **Our budget is tight. We want to get the biggest "bang" for our buck. How can we do that?**

Once again, preparation is the key. Make Barbara's books available to students and teachers beforehand so that they can become familiar with her work.

There are many ways to make Barbara's visit special for everyone involved. Here are some of the things that schools have done to ensure that Barbara's visit was a memorable experience for all involved:

- ❖ Talk about Barbara's visit in the classrooms.
- ❖ Help create an air of excitement by having the children make welcoming posters or draw pictures of her books.
- ❖ Send home news of Barbara's visit ahead of time, either through a special flyer or in the school newsletter.
- ❖ Arrange for a special luncheon with selected students or teachers.
- ❖ Make a display of Barbara's works in the library.
- ❖ Arrange for students to interview Barbara for the school newspaper.
- ❖ Contact your town newspaper to let them know about the event. Many towns are happy to send out a photographer.
- ❖ Barbara has provided a [press release](#) that you may customize and use to promote the event.