

# GUIDELINES FOR SCHOOL VISITS

## How to find an author:

- Look up the [New Zealand Book Council](#) and peruse their list of authors. For the price of joining up with NZ Book Council (\$80 for schools) you can get a free half day visit per year (plus other benefits). [Join here](#).
- If you have a particular author in mind; google their name to see if they have a website. If they don't, contact their publisher and they will pass on your details.
- You can also look for names of authors on the following websites: [Storylines](#), [New Zealand Society of Authors](#) and then you will need to find their contact details, which won't be on the website.
- You can book authors directly on this website: [Kiwi Write4Kidz](#) and illustrators at [Sandra Morris illustrators](#) agency

## About the Bookings:

*How much does it cost to book an author or illustrator?*

- ✓ If you are going through NZ Book Council and you are a member you will only pay your \$80 joining fee. If you require more the charge for an extra half-day morning is \$220, an extra half-day afternoon is \$185 and an extra full day is \$285.
- ✓ Some presenters set their own rates please ask what the rate is before you organise anything further. Many presenters set their rate of pay according to the [New Zealand Society of Authors](#) as a minimum. Also see attached for recommended minimum rates.

*Booking a presentator:*

- ✓ You can book authors directly, through [New Zealand Book Council](#), [Kiwi Write4Kidz](#), or the [Sandra Morris Illustration](#) agency site. Send the person an email to find out which method they prefer.

*How long do they speak for and how many students are to be in the audience?*

- ✓ Discuss this when requesting the booking.

*What presentations do they offer?*

- ✓ Workshops, general talks about their writing, key notes at conferences – even on-line skype talks. A lot of this information is available on the presenter's website so check it out!

*How do we arrange book sales and signing?*

- ✓ Some presenters will have their own books to sell. Do check with them. Others can be arranged through a local bookseller.
- ✓ Use the presenter's website to obtain a complete list of their books.
- ✓ For signing make sure that the presenter has enough time.

- ✓ And don't forget to see if there are pre-loved books in the library that need a signature.

*How are the presenters paid?*

- ✓ Please make sure that you have payment for the presenter at the time of the visit and don't wait to be asked by them for the payment. Give the envelope discreetly. If you require a tax invoice / receipt please advise before the visit.

### **About the Visit:**

*Once you've selected an author and found their contact details – you need to do the following before their visit:*

- ✓ If you're a NZ Book Council member contact their education officer or book them online [here](#) – they have deadlines for when you can apply.
- ✓ Call to confirm the presenter's availability for the visit and rate of pay
- ✓ Email the presenter the school's address, contact details and exchange contact numbers in case of emergency
- ✓ Send [map directions](#) for the visit
- ✓ If the presenter is travelling some distance and staying for a number of days clarify accommodation and travelling expenses.
- ✓ Clarify parking arrangements
- ✓ Clarify author's needs e.g. whiteboard, water, eraser. Some presenters might require data projectors etc. Some might also have stick drives or laptops with their presentation material so check on these before the visit.
- ✓ Clarify if meals are/are not being supplied and if so, any dietary requirements of presenters.
- ✓ Confirm session times (and size of class) – send itinerary
- ✓ Confirm expectations of the visit e.g. workshop or author visit, particular theme, book etc.
- ✓ Clarify what students will need to bring e.g. paper to write on and a pen/pencil.
- ✓ Have students know the presenters' work by:
  - ✓ - visiting their website,
  - ✓ - displaying presenter's work in the library/school foyer,
  - ✓ - read from the work, maybe use it as a class serial
  - ✓ - link to the presenter's website on the school/class intranet or website and advertise in newsletters
- ✓ Contact local media and let them know you have a presenter coming and that they are available for interviews – and do let the presenter know beforehand!

*What schools need to do on day of visit:*

### **Physical layout:**

- ✓ If using hall or library please make sure there is appropriate amplification for the speaker and also for the students asking questions
- ✓ Make sure there is enough room for all the students

- ✓ Please set up a chair and trestle table at least one metre back from where audience will sit

### **For the presenter:**

- ✓ Needs as requested by the presenter (water, whiteboard etc). Please set up projector and laptop if required.
- ✓ If presenter has to move between presentation venues please make sure that there is someone to escort them to each venue and carry props etc.
- ✓ Advise the presenter of any special needs students or relevant cultural/religious issues.
- ✓ General 'housekeeping' issues, e.g. where the toilets are located, how to get a drink etc

### **Supervision:**

- ✓ Visiting presenters do not have 'duty of care' for the children they are speaking to, so the class teacher(s) need to be present during the whole presentation. This of course also allows for appropriate follow-up.

### **Scheduling and presentation:**

- ✓ When scheduling presentations allow sufficient time between sessions for the presenter to take a break and these include lunch and toilet breaks
- ✓ If the school would like the presenter to contribute to the school in addition to their scheduled presentation, e.g. speaking at a school assembly, handing out awards please let the presenter know before the visit.
- ✓ Introduce the presenter. Ask them if there is anything 'special' they would like you to say. Or ask if the presenter would like to introduce themselves.
- ✓ Remind school staff that the presenter is coming that day.

### *What should be done after the visit?*

- ✓ Most of the presenters are thrilled to receive follow-up messages about their visit. You might want a quote from the presenter for your school website and they might also like a quote from you for their website.
- ✓ If the media didn't come to the presentation then send a digital photo with copy to your local media organisation. At the very least include it in your newsletter and on your school website – and don't forget to link to the presenter's website!
- ✓ If you take photographs of the author's/illustrator's presentation please send them copies.

### **Author Guidelines for a School Visit**

See [New Zealand Book Council](#) site for information about procedures and tips on how to make your author talk successful.

## **Recommended Minimum Rates of Pay:**

### **For Schools:**

Half day (max. 3 hours)	\$220.00
Full day	\$300.00
Workshop copyright fee	\$ 50.00
Online sessions per 45 minute session	\$ 50.00

### **For Public Appearances (conferences, festivals, residencies, writers centres, tertiary institutions)**

Whole day	\$800.00
Half day	\$400.00
Per session	\$200.00

Note: Ask presenter if price is GST inclusive

### **Travel Expenses:**

Travel Expenses includes travel to and fro from school  
If using own car x .70c per kilometre  
Or travelling by air (standard airfares)

If presenter is travelling to another city include:  
Accommodation costs at \$100 per day  
Per Diem of \$50 per day