

Patricia Rose Upczak's Author Visit Packet

In this packet you will find:

- . An Author Visit Overview with basic information about presentations, workshops, fees, materials / equipment needed, audience size, paying for author visits, and book ordering.

- . An Author Visit Timeline/ Checklist, which begins 6 to 9 months before my visit.

- . Suggestions on Ways to Prepare Students for my author visit, which should begin several months before the visit.

- . Book-Ordering information

- . A Sample Book Ordering Letter , which you can adapt to your school's/ library visit and send home with the students for facilitate book-ordering.

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Books

The Mystery of the Devil's Gulch (3rd to 7th grade)

The Mystery of the Whispering Wand (3rd to 7th grade)

The Mystery of the Scroll Thief of Alexandria (3rd to 7th grade)

Other books for adults on my websites

Fees: \$500 per day within 80 miles of Nederland, Colorado.

\$1000 a day plus travel, meals and lodging expenses for visits elsewhere.

Group sizes: Workshops work best with groups of 30 or less. Presentations can be any size.

Limit to 4 presentations / workshops of up to 1 hour each (with a ten minute break in-between for me) a day.

Materials Needed: A powerpoint projector that is compatible with an Mac computer, and a table to put my materials on. A microphone is needed if the audience is large.

Book Orders: Please order books well in advance, either through my publishers, who give a 40% discount if ordered a month in advance. Or order them through your local bookstore.

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Preparing students for an author visit: All students in the audience need to have read one of my books in advance.

. To request a visit, contact me at patriciaroseupczak@gmail.com. Then we can choose a date and THANKS!

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Timeline / Checklist

At least 6-9 months in advance:

Contact me at patriciaroseupczak@gmail.com (subject Author Visit). I'll send you an Author Visit Request Form to complete and email back and we'll set date.

If necessary apply for funding from grant organizations or your PTO.

Make sure your media center / Library has plenty of copies of my books and is displaying them prominently and actively promoting them.

Coordinate with teachers, library staff, and possibly parent volunteers to begin to prepare the school / library community for the visit.

3 months in advance:

I will send you a contract / invoice and completed W-9 tax form to pass along to your administrator, PTS, grant organization, etc.

1 -2 months in advance:

Finalize the schedule and let me (and the faculty/ staff/ administration) know.

Order the books.

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Make sure people are being prepared for my visit, through doing book talks and fun activities, and by having students read at least one of my books.

Make sure you have the space reserved for my visit.

1 - 2 weeks in advance:

Have people make displays / posters to generate excitement about my visit.

Double -check that you have equipment available

If you are planning a book-signing session make sure the students can be excused from class.

THANKS!

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Ways to Prepare Your Students

Get students excited!

Create some buzz in your school, among students, parents, administrators, faculty, volunteer, and staff. Encourage teachers to integrate the book into their curriculum (social studies, language arts etc.)

Have students do projects leading up to the event.

For example, students can

- . make a video trailer or podcasts
- .design their own book jacket
- .make posters
- . draw pictures of characters and settings in my books
- . have class discussions
- .do creative writing assignments
- .perform skits of scenes from my books
- .write short reviews of my books

Have a creative writing contest with the prize being lunch with me for a group of ten or fewer students.

Have students go to my website -

www.happyteachershappystudents.com and write five book related questions to ask me that they didn't find answers to.

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Publicize the visit in the school newsletter and on the schools' website.

Invite parents to come hear my presentation or have lunch with me.

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Sample Book - Ordering Letter

Dear Parents,

Author Patricia Rose Upczak will visit our school on _____ to do presentations, workshops and book signings. Ms Upczak's books were inspired by her students and her many travels around the world. She taught high school for 23 years and loved it.

This is a wonderful opportunity for your child to own an autographed book by an author they've met, and to have books signed and personalized for gifts. If you would like to order a book / books, please fill out the form below and include cash or a check made out to Synchronicity Publishing, LLC.

Please indicate the number of copies of each book.

\$_____ The Mystery of the Devil's Gulch #_____

\$_____ The Mystery of the Whispering Wand #_____

\$_____ The Mystery of the Scroll Thief of Alexandria
#_____

Please return the form and money to _____

by this date _____

Thank You!

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BOOK ORDER FORM

Student's name _____

Teacher's Name _____

Parents's phone number _____

Total Amount enclosed: _____