

## **Kathleen T. Pelley: Scheduling & Preparing for a School Visit**

Many schools have found the following “plan of action” helpful when scheduling and preparing an author visit.

\_\_\_ BOOKS. Read my books, *The Giant King*, *Inventor McGregor*, and *Magnus Maximus, a Marvelous Measurer*. See my website for more details about these titles - [www.kathleentpelley.com](http://www.kathleentpelley.com).

\_\_\_ PRESENTATIONS. Select your preferred presentations. Know that all the presentations (save Storytime) use PowerPoint to provide visuals.

### **Storytime**

Kindergarten

(30 minutes)

I will show the students some posters from my native, Scotland, read my book, *The Giant King*, and end with a short discussion about the importance of kindness and finding the good (the king) in one another. This presentation is a popular pairing with school anti-bullying campaigns.

### **From Fact to Fiction**

Grades 1 – 4

(45 minutes - 1 hour)

I share some facts about my homeland, Scotland, and then show the students how my stories stem from my own life experiences. I read a snippet from all of my picture books to emphasize the beauty of the spoken word. I show the children some edited manuscripts as well as the picture book "dummy" of my latest book. I finish with a Q and A session.

### **The Storyteller**

Grades 5 – 8

(1 hour)

I read from my picture books and emphasize the value of picture books for all ages. After showing examples of how my books evolved from my life experiences regarding issues of belonging, prejudice, creativity, and family, I share some thoughts about the writing process that the pupils can relate to their own works "in progress." I finish with a Q and A session.

### **The Writing Craft**

Grades 5 – Adult

(1 hour)

How do we become better writers? I explore the skills and tools that every writer needs to become better at her craft. Using examples from my own books, I show students how every piece of writing reveals something about who we are and how we view the world. I also emphasize the benefits of writing, even if we don't become a "published author." This presentation is a popular for Young Author's Days.

### **Your Own Focus**

Feel free to ask me to focus on a particular topic – e.g. some schools who are doing a unit on Scotland will ask me to spend more time on the Scottish aspect of my stories, others want me to focus on the writing process, and others want me to talk about my work with Makumbi (a children's home for AIDS orphans in Zimbabwe.)

\_\_\_ GRADES & GROUP SIZES. Select which grades you would like to attend my presentations and how many students per group. You may make your group as small or large as you wish. However, most children benefit most from a group size that is not larger than 60. Of course, much depends on the individual school, and I am very flexible and have given presentations to assemblies as large as 200+.

\_\_\_ CONTACT ME. Contact me to discuss the school visit details and to choose a date. I can be contacted at 303-220-5959 (phone) or [Ktpelley@aol.com](mailto:Ktpelley@aol.com) (email).

\_\_\_ SCHEDULE. Follow-up by email or phone with a schedule for the school visit day. Please leave 10-15 minutes between presentations for me to take a small break.

\_\_\_ BOOK ORDERS. Decide how you would like to handle Book Orders. There are book order forms that can be downloaded from the School Visit portion of my website that include instructions on offering books to your school community and placing the book orders. I do not provide books for my school visits nor sell my own books.

You will find two sets of book order forms on my website. One set will allow to order books *before* my visit for me to sign during my visit. One set will allow you to order books *after* my visit and receive personalized bookplates from me. The choice is yours, but I ask that you offer families and staff the opportunity to purchase and explore my books.

\_\_\_ SHARE ED GUIDES. Share the Educator's Guides for my books with your teachers and staff. There are curriculum connections that educators can use before or after my visit. You can find the guides on the individual book pages or on the Resources page of my website.

\_\_\_ EQUIPMENT & ASSISTANCE. Prepare the equipment and other tools I will need for my visit. Please provide the following:

- \_\_\_ Computer with PowerPoint and a CD drive.
- \_\_\_ Computer projector
- \_\_\_ Screen for projection
- \_\_\_ Helper to have the equipment set up before my presentation
- \_\_\_ Helper to make sure my CD is "read" on your computer
- \_\_\_ Helper to move slides ahead as I speak
- \_\_\_ Microphone for large groups or large rooms (hands free are best)
- \_\_\_ Table to lay out my props and materials
- \_\_\_ Water

THANK YOU. I look forward to working with you and visiting your school!