

An Author Visit With Sarah Albee

Sample Schedule for a K – 5 School

A full day visit consists of three presentations plus lunch with kids, if you'd like, and a book signing. Ordering my books is not a requirement but is highly recommended and greatly appreciated. Once a visit is confirmed, I can provide detailed information about how a school can order books.

Please have available:

- a projector of some sort, and someone at-the-ready to help me with any technical glitches setting up my Powerpoint (I will bring compatible chords for my Macbook, and an advancer)
- a small table for props
- a working microphone if more than 40 kids
- a cup or bottle of water

MORNING

K -1 40 minutes

Please allow a minimum of 15 minutes between presentations so I can reset my props and cue up my next slide show.

2 -3 50- 60 minutes

LUNCH

If I'm eating with a group of kids, I'm fine sitting for two consecutive lunch blocks, if that's the way your schedule works. If I'm visiting kids in the cafeteria, please allow 20 minutes for me to eat my own lunch before or after. I always appreciate a school-provided, non-cafeteria lunch, and am not picky or allergic to anything.

AFTERNOON

4 -5: 60 minutes

Book signing: Depending on the number of books kids have requested, consider carving out time for me to sign books in a quiet place, at some point during the day, to be distributed after the visit.

Of course the order of the presentations can adjust to your school schedule, but please remember that I need 15 minutes between talks, and it's a bonus if there's not a 2 -3 hour gap between talks.