

April Henry's School Visit Checklist

This checklist covers all the main issues associated with April's upcoming visit to your school, but feel free to call or email April (april@aprilhenry.com) if you have any additional questions.

Transportation (check all that apply)

- Air travel arrangements have been made by either you or April
- April will rent a car and drive herself to/from school(s) and airport
- You will provide transportation for April to/from school(s) and airport, and have given her contact phone numbers.
- Other travel arrangements have been made

Lodging

- Hotel reservations have been made
- Hotel is direct billed to you or your school
- You've informed April of her hotel confirmation number
- April is making her own hotel reservations
- April will pay the hotel bill and invoice you for the amount

Audio - Visual

- Your school is providing an LCD projector and a large screen
- Projector has been checked and is in good working order
- Extra bulb is available in case it's needed
- There is no large screen, but a blank wall or other flat surface is available
- If April will be using a microphone, fresh batteries have been installed

Books

- April has been told how you plan to handle book sales
- You have allocated time during the day for book signing
- If you're ordering books, an order form has been sent home
- Books have been ordered from publisher/bookstore/distributor
- You will not be selling books

Lunch (check one)

- April will eat lunch with kids you will select in an area apart from the cafeteria
- You will provide April a lunch to eat with teachers in the teachers' lounge/library
- Someone will take April out for lunch

Payment (check one)

- April will be paid her speaking fee the day she speaks at your school.
- Other payment arrangements have been made

Promotion (check all that apply)

- Local media has been contacted about April's visit (Good publicity for your school!)
- Samples of April's books are on display in your library/media center
- Teachers have familiarized students with April's books
- Students have visited www.AprilHenry.com

Other (check all that apply)

- You've sent April directions to your school
- You have sent April an agenda for her visit listing times of each presentation, grade levels of audience and approximate number of students in each session.
- You've sent April any phone numbers she'll need in case of emergency