

# Hosting an Author Visit

You should begin planning your author visit at least six months to one year in advance.

## Choosing an Author:

1. You can go to the Authors and Illustrators section of the website to get an idea of the variety of authors and illustrators that publish with us.
2. Once you've chosen an author or illustrator, fill out the Author Request Form and fax or email it to the contact listed.
3. We will contact the author to find out availability. Please do not contact the authors directly.
4. We will send a contract confirming the author visit.

## Expenses:

1. The honorarium is due on the day of the author visit. Please make sure to request a check ahead of time.
2. The honorarium does not include expenses (such as travel, lodging, and meals). The host organization is responsible for all expenses, unless other arrangements have been made in advance.

## Arrangements with the Author:

1. Once you've received the contract, you should contact the author either by phone or e-mail to discuss the details of the event.
2. Transportation: as the host, you are responsible for taking care of the author's transportation. This involves making flight arrangements and booking the hotel, if necessary. If the event is within driving distance, you should provide detailed directions to and from the location.
3. Equipment: find out what kind of equipment the author needs for the presentation.
4. Schedule: provide the author with a detailed schedule of the day's event.

## Ordering Books:

1. Contact your local bookstore to order books. Check with the manager to find out if they offer a discount.
2. You can order books through your wholesaler (schools and libraries usually have a wholesaler that they use), or you may order books directly from Disney-Hyperion (see Book Ordering Policy).

## A Few Things to Consider:

1. Autographs: most authors will only sign books. It can be tiring to sign hundreds of scraps of paper. If the students would like an additional autograph, you can ask the author to sign a bookmark and photocopy it.
2. Discipline: you should assign someone at each presentation to quiet any students who become disruptive. Otherwise, the author is put in the awkward position of being the disciplinarian.
3. Thank you note: always a nice touch.