



Frequently Asked Questions Regarding an Author Visit with Barbara O'Connor

Is there a contract involved?

Yes. After arranging for Barbara's visit with Janet Zade of Zade Educational Partners, you will receive a contract to be signed and returned to Janet.

How do we pay Barbara's fee?

A deposit check should be made payable to Zade Educational Partners and returned to Janet Zade with the signed contract. The balance should be payable to Barbara O'Connor on the day of the visit.

What does Barbara need for her presentation?

- ❖ Directions to the school
- ❖ Instructions regarding parking, if necessary.
- ❖ If parking is a problem, a reserved spot is appreciated, as Barbara has a large suitcase of materials.
- ❖ A small table
- ❖ A digital projector for PowerPoint presentations, a stationary location able to be darkened (e.g., library, auditorium, etc.) and a screen, set up and ready to accommodate Barbara's laptop.
- ❖ Someone to greet her and show her around the school is always appreciated.
- ❖ A group of eager, well-prepared students.
- ❖ Payment of the balance due: payable to Barbara O'Connor

What about lunch?

No need for anything special—Barbara has no problem eating whatever meal is available through the school cafeteria or receiving directions to a nearby deli, if time permits.

Some schools like to arrange for special luncheons with selected students and/or teachers. This is always fun for everyone involved. The school library is sometimes a great place to do this. However, if possible, please give Barbara enough quiet time to eat her lunch.

Some schools have book discussion groups with Barbara during lunch, where students talk about some of their favorite books or question Barbara about hers. But, again, please give Barbara some quiet time to eat her lunch.



Frequently Asked Questions Regarding an Author Visit with Barbara O'Connor (continued)

What about ordering and autographing of her books?

Barbara doesn't require that her books be purchased, but children usually love having a book by an author they've met. Barbara's publishers offer substantial discounts on books purchased in conjunction with her visit.

- ❖ Autographing can usually be done during lunch or other free time during the day.
- ❖ Please write the name to be inscribed in the book on a slip of paper or post-it note with each book. This saves lots of time and lessens the chance of error.
- ❖ Remember to plan early! You should allow a minimum of three weeks to receive books once they have been ordered.

How do I order Barbara's books?

Your local independent bookstore may be happy to help arrange a book sale.

If not, books can be ordered directly from the publisher. Barbara's publishers offer a substantial discount.

First and foremost, plan early. You should allow a minimum of three weeks for books to be shipped. Shorter time may be possible, but can't be guaranteed.

To order from the publisher, follow the step-by-step instructions found by clicking on "Order Books" on Barbara's Speaking page.

Can I buy Barbara's books at a discount?

Yes! Barbara's publishers offer a discount for books ordered in conjunction with an author visit. The savings can be used to finance the author visit or passed along to the students. You'll find the discount amounts under "Order Books on Barbara's Speaking page.

How will I know how many books to order?

- ❖ You can print an order form from this web site.
- ❖ Determine how much you will charge for each book (the full retail price or the discounted price)
- ❖ Fill in the price on the book order
- ❖ Make the necessary number of copies
- ❖ Send home with the students at least five or six weeks before Barbara's visit, if possible.

Please be aware, however, that children often want to purchase books after they have seen Barbara's presentation. For this reason, you should consider ordering extra books. Any books not sold may be returned.



Frequently Asked Questions Regarding an Author Visit with Barbara O'Connor (continued)

What if I order too many books?

No problem! All books are returnable to the publisher except for fiction books ordered at a 50% discount. If fiction books need to be ordered on a returnable basis, a 40% discount applies.

What if I need to order books after Barbara leaves?

No problem. Just inform the publisher that the order is in conjunction with an author visit and the discount should still apply.

But what about autographing books after Barbara leaves?

Barbara can sign clear, stick-on labels that can be adhered to the front of the book. Just e-mail her the necessary information (to whom the labels should be inscribed): barbaraoconnor@mac.com. Barbara will mail them back to you.

How can students get the most from Barbara's visit?

The most important element to a successful author visit is making sure that the students are familiar with Barbara's books.

Students who have read her work or have had it read to them in class:

- ❖ Will be able to relate more easily to the presentation
- ❖ Will be excited about the program
- ❖ Are more likely to come armed with questions that enhance their experience with an author.

Our budget is tight. We want to get the biggest "bang" for our buck. How can we do that?

Once again, preparation is the key. Make Barbara's books available to students and teachers beforehand so that they can become familiar with her work.

There are many ways to make Barbara's visit special for everyone involved. Here are some of the things that schools have done to ensure that Barbara's visit was a memorable experience for all involved:

- ❖ Talk about Barbara's visit in the classrooms.
- ❖ Help create an air of excitement by having the children make welcoming posters or draw pictures of her books.
- ❖ Send home news of Barbara's visit ahead of time, either through a special flyer or in the school newsletter.
- ❖ Arrange for a special luncheon with selected students or teachers.



- ❖ Make a display of Barbara's works in the library.
- ❖ Arrange for students to interview Barbara for the school newspaper.
- ❖ Contact your town newspaper to let them know about the even. Many towns are happy to send out a photographer.

We only need Barbara for half a day and have limited funds. What can we do?

Barbara does offer half-day programs. You might also consider sharing the cost of a full-day program with another school in your area, which will save you money.

To arrange for a workshop at your school or for more information:
E-mail Janet Zade of Zade Educational Partners at news4jaz@aol.com
or visit her website at www.authors4kids.com.

Read more about Barbara O'Connor's books at www.barboconnor.com.