

JoAnn Sky Virtual SANTA'S DOG Author Visit

This pre-visit packet covers information to help prepare for a successful author visit, including:

- 1) Author Visit Checklist – to help with planning
- 2) Before the Visit info
- 3) Visit Details
 - Set-up details
 - Program schedule
- 4) Book Ordering info
- 5) *Author Visit & Book Sale* letter – to send home with students
- 6) Book Ordering Form – for librarian/teacher to consolidate student book order



Author Visit Checklist

Four weeks before the author visit:

- Contact Author (info@dogsandbooks.com or 702-498-7662). Decide on:
 - date of the visit
 - time, including time zone
 - length
 - number of students
 - presentation expectations, e.g. topic and any activities that must be prepared for
 - speaker's Skype account name
- Fill in *Author Visit & Book Sale* letter, photocopy and distribute to students
- Send home *Author Visit & Book Sale* letter with students, with a return date of one week

Three weeks before the author visit:

- Once forms & money are returned by students, order books from Author using the Book Order form
- Make sure to either mail or scan copies of each student's Autograph Slip to the Author
- Download the Teacher Lesson Plans packet and the kids' Activity Packet from www.dogsandbooks.com/fun-learning . Plan additional activities to complement the author visit.

One week before the author visit:

- A few days before the author visit, test the communication method with the Author
- If applicable, pass out books (when they arrive) to students (or, alternatively, wait until the day of the author visit to pass out the books)

After the author visit:

- As a class, write a review of SANTA'S DOG (the book, not the author visit) and post it on Goodreads.

Thank you! 😊

Before the Visit

To prepare your students prior to the author visit, you can choose to read SANTA'S DOG to your class or have the students read it independently. Reading and talking about SANTA'S DOG can help students have a richer, more meaningful experience during the author visit. Alternatively, you can wait and pass out the books to the students prior to the start of the author visit—and Ms. Sky's reading can be the first time the story is read with the students.

A Teacher Lesson Plans packet as well as a kids' Activity packet are available for FREE download from the website: www.dogsandbooks.com/fun-learning . These resources can help you:

- link SANTA'S DOG to your curriculum with problem-based learning projects before and/or after the author visit,
- build excitement before the author visit, and
- continue the excitement from the author visit and act as “wrap up” activities.

Visit Details

Set-up Details

Equipment needed:

- Large screen, display or active board to see the author and presentation
- A good, clear internet connection
- At least a microphone is needed on the side of the classroom to communicate with the Author. However, a webcam positioned so the Author can see the group on her computer is better and makes the experience more meaningful for both parties.
- A Skype account and the ability to connect to the Author's account.
 - ***The communication/connection method should be tested with Author prior to the actual author visit. This test should take no longer than 5-10 minutes.***
- Space for students to sit (on the floor or in chairs) with the ability to see/hear the presentation

Any classroom will work for the virtual author visit, though there is a subtle, positive “message” about holding presentations in the library!

Program Schedule

The typical program length (grades K-5) is 30 minutes:

- Introduction from author and background on the book (where the inspiration for the story came from) – 10 minutes
- Reading of the book – 10 minutes
- Q&A session with author – 10 minutes

The program can be extended for another 15-20 minutes, especially for older students (grades 3-5). The extended time would include a brief discussion on the process of developing a picture book (from idea to print), along with several fun facts about the creation of SANTA'S DOG.

Have another idea? Contact the Author to discuss! info@dogsandbooks.com

Q&A Session

The Q&A Session can be handled in different ways, depending on the preference of the teacher.

- 1) The teacher can pre-select students to ask questions and even review the questions ahead of time, or
- 2) Each student can be given a piece of paper with a number on it. During Q&A, Ms. Sky can randomly select a number, and the student with that number can ask a question.

Book Ordering Info

The Author would be happy to sign books for the students! A personalized book from an author the child has “met” can be an exciting gift. It is also confirmation that adults (at school and home) believe that reading is important—and something to celebrate.

Book ordering is easy if you start early—at least four weeks before the school visit. This should allow plenty of time for ordering and delivery. ***A special group discounted rate is available only for schools.***

Steps to ordering books include:

- 1) Fill out the enclosed *Book Sale Letter* and then photocopy it and send it home with the students. Give the students **one week** to bring a signed form back with money for his/her book purchase.
 - a. Teachers should make sure to include instructions on the *Book Sale Letter* as to how the student should pay for the books (i.e. cash and/or check—and if check, payable to the School, **not to the Author**)
- 2) There are two ways to order and pay for the books:
 - a. Librarian/Teacher can mail the consolidated Book Order Form to the Author and include one single check payable to “Dogs & Books” for the full amount of the order;
 - i. With this option, please include each student’s individual Autograph Slip, as well. The Author will autograph the books and insert the student’s form into his/her book.
 - b. Alternatively, Librarian/Teacher can email the order and pay for the full order via PayPal. Please contact the Author (info@dogsandbooks.com) if you are interested in this payment method.
 - i. With this option, the students’ Autograph Slips will still need to be mailed to the Author. Alternatively, they can be scanned and emailed to the Author.

Once the book order and the payment are received, please allow **two weeks** to receive your signed books! *Sometime children who do not sign up ahead of time may want to purchase the book after the author visit. It may make sense to order an extra book or two, just in case. Extra books purchased would be sent individually shrink-wrapped and are returnable as long as they are still shrink-wrapped.*

Please feel free to contact the Author with any additional questions you may have:

JoAnn Sky

info@dogsandbooks.com

702-498-7662

AUTHOR VISIT & BOOK SALE!

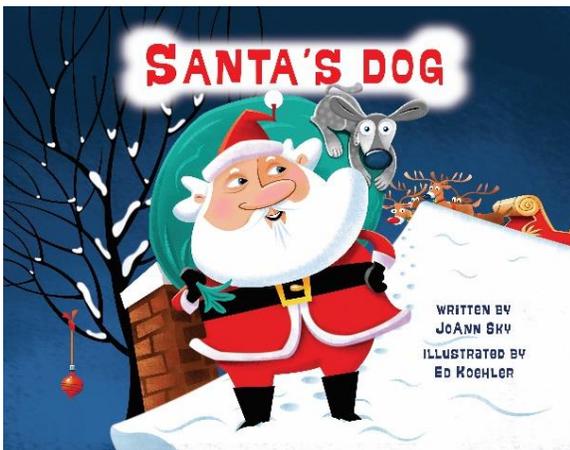
Dear Parents,

We're excited to tell you about an upcoming event. On _____, author JoAnn Sky will "virtually" visit our school to speak to students in grades _____. Ms. Sky has written a rhyming Christmas book, SANTA'S DOG, with a rescue dog and military family theme. During her virtual visit, Ms. Sky will read the book with the students and also spend time discussing the storyline and other aspects of the story's development.

If you would like your child to have a copy of SANTA'S DOG signed by the author, or to order books for gifts, please complete and return this form by _____ with a payment of \$_____ **per book** (special school rate; regular price is \$16.95) to your child's teacher. Ms. Sky will sign and personalize each book. Thank you.

Sincerely,

Name/Title



SANTA'S DOG by JoAnn Sky

"A sweet, powerful Christmas story." —Kirkus Reviews

In this rhyming story, Santa's best dog, Lance, when he falls out of the sleigh one Christmas Eve. He's taken in by the animal shelter and then brought home by a military family who needs some help as Dad is called to serve his country. When Christmas Eve comes 'round the next year, Lance must decide whether to return to the North Pole with his friend Santa or stay with his new family. A sure favorite for anyone who loves dogs, in particular rescue dogs, SANTA'S DOG is a heartwarming tale for youngsters and the young-at-heart.

ISBN: 978-0-9998430-0-0 | Retail price: \$16.95 | Hardcover with dust jacket | 11x8.5 inches, 40 pg

- Student's Name (please print) _____
- Total Copies ordered _____ Paid: Check Cash Total Paid (\$_____/book) \$_____
- Please make check payable to _____ and return to your child's teacher by _____.**



--- <teacher will cut> -----

SANTA'S DOG Autograph Slip (to be given to Author to personalize purchased book)

- School/Teacher _____
- Student's Name for personalization of book (please print) _____
- _____ books = Total \$_____

Book Ordering Form

School _____

Teacher/Grade _____

Date of Author Visit _____

Date of book order _____

Total books ordered _____

- Number of books personalized _____
 - Number of additional, non-personalized books _____
- } *Personalized + non-personalized
should equal Total books ordered*

*** Please remember to include each student's individual Autograph Slip with your order. The number of Autograph Slips should equal the number of personalized books ordered.*

Total amount paid _____

Paid by: Check PayPal

If PayPal, email address attached to payment: _____

Send this form and each student's Autograph Slip to:

JoAnn Sky
P.O. Box 17899
Reno, NV 89511
(702) 498-7662