

For Karen Robertson's Treasure Kai School Visits... Please Complete

Date and time of visit:

Location_(please provide your address and directions):

Parking:

Presentations

Number of presentations to be given:_____

Number of students and grade level for each:_____

Location of presentation – what's the room like? Will the kids be sitting in desks, on the floor, etc.

Audio Visual

What audio visual is available? Projector? Microphone?

Should Karen bring her own computer and use your projector? Should Karen bring a USB with the presentations on it and use yours?_____

Other equipment

Chair, Table

Book signing

Has your school participated in the bulk order/fundraiser program?_____

When did/will the books arrive at the school?_____

Have you allocated time in the day for Karen to sign books? Process:

Would you like Karen to bring the extra sets of toys for individual sale at \$5 each? Y/N

Promoting the visit

Have you contacted the local media about Karen's visit (great publicity for your school)

Have you sent notes home to parents inviting them to attend?

Have students been encouraged to visit www.treasurekai.com and www.treasureboundbooks.com?

Will someone take photos during the presentation? If so, please organise to send copies to Karen.

Lunch

Will Karen be eating lunch with the teachers, kids or alone off campus?

Name and phone number of key contacts:_____

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