



INCLUDAS Publishing Author/Illustrator Visits

Hello Future Host! Thank you for your interest in wanting us to visit you! Please use this sheet as a guide to get you started. You can email your answers to marketing@includas.com, or [fill this form out](#).

- Which author(s)/illustrator(s) do you want to visit you/your organization?
- Tell us why you'd like to have one of our authors/illustrators visit you/your organization.
- Who will be the audience and how many would attend?
 - Kids (grades K-6)
 - Teens (grades 7-12)
 - Other
- Would you like to have us run a special sale of the selected book for your audience?
- What do you want the author/illustrator to do during the visit?
 - Do a workshop on story creation and the writing process (+illustrating).
 - Day in the life of an author/illustrator.
 - Disability inclusion and diversity stories, and what disability stereotypes mean.
 - Best ways to include others and inclusion tips.
 - Book readings.
 - Autographing and/or photo session.
 - Some other special request.
 - Answer students' questions that are submitted ahead of time?
 - Activity sheets for kids in preparation for author/illustrator visits?
 - Special prizes and bring small items for free, such as bookmarks and/or stickers?
- What are three dates that would be ideal for you?
- How many presentation sessions in one day? (four per day, maximum)
- How many days would you like to request? Half or full days?
- What are the honorarium options, travel expenses budget, and your fundraising solutions?
- What is the location like, accessibility wise? (are there stairs everywhere, handicap parking)
- What staff/teachers/volunteers will be able to assist on day of event?
- Will you have a publicity plan in place?

Please remember than all author visits need to be booked **at least four months in advance**. This includes signing the contract. Our honorarium requests run from \$300 for half days, and \$500 for full days, this does not include travel expenses, which are handled by the host separately.

Notes for in-person visits: discuss accessible and/or accommodating place for author/illustrator preparation, restroom use, and presentation space; PowerPoint projector, screen, and microphone; parking pass; table for autographing and step-and-repeat space for photos. Please also have an idea of what the event fact sheet may look like for the day of the session. We can work with you to familiarize the audience with the book/author ahead of time, such as worksheets and questions.

Virtual visits:

- An author/illustrator will do 4 free virtual visits per year for up to 20 minutes per session via a recorded video with a reading of selected book and answer questions submitted beforehand.

Please fill out the form to get started!