

Contact:

School:

Date of Presentation:

Number of Presentations:

Total Fee Due On Date of Presentation:

Date of Confirmation:



Marty Kelley

7 East Lull Place
New Boston, NH 03070

(603) 487-9918

www.martykelley.com

Hi! Thank you so much for asking me to visit your school.

Please read this confirmation package carefully so we can have a terrific time together.

- **I need to be set up in the same location for the day.** A library or similar room is ideal.
- **I will bring a book order form that you can distribute to students on the day of the visit.** Books are personalized and shipped to your school. If you would like to arrange book sales differently, just let me know. I'm happy to do whatever works best for you. You can also download book order forms directly from my website if you want to have them ready, but please do not send them home with students until after I have seen them.
- **Classroom teachers MUST remain for the entire presentation.** I was a classroom teacher for many years and I understand how precious a teacher's time is. My presentation is more beneficial for everyone if the teachers are active participants. I promise to keep it fun for them, too.
- **Please sign a copy of this letter and return it to me, along with the attached schedule, within 14 days.** You can do this electronically or by printing them and mailing them back to me; whichever is more convenient for you.
- **Payment in full is due on the first day of presentations.** Please do not send checks in advance. If full payment is not available on the day of the visit, an additional \$100 will be added to the total due. Please make check payable to Marty Kelley.
- **You can click this link to automatically download presentation guidelines and a poster for your school:**

[Marty Kelley Visit Detail Download](#)

If you have any questions, please do not hesitate to contact me.

Thank you again for asking me to visit your school.

Marty Kelley

Please click in the box and type in your name to confirm that you have read the entire confirmation package carefully and you agree to it.
Save the PDF after you fill it in.

• Author Visit Checklist •

• One week before the scheduled visit:

Call or e-mail me to confirm the schedule for the day and that all materials below are ready.

Make sure teachers have read the Author Visit Letter.

• Day of the visit - please have ready:

Table - for my books and artwork.

Small Desk or Cart - for my laptop and projector.

Screen

Easel - for drawing demonstrations. I will have paper and markers.

Check - for the total amount due.

• If the check is not available on the day of the visit, an additional \$100 will be added to the total due.

• PLEASE - Make the check payable to Marty Kelley.



Marty Kelley

* Author & Illustrator *

603.487.9918

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New Boston, NH 03070

Please feel free to call or e-mail with any questions.

Thanks!

For classroom teachers-



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Having an author/illustrator visit your school is a great way for students and teachers to learn more about the writing and illustrating process. Here are a few tips to help you and your students get the most out of my visit:

How To Have a Happy *Happy* Happy Author Visit:

- It is important that classroom teachers remain in attendance and be active participants during the presentations and workshops. I was a classroom teacher for many years and I understand how many time constraints there are on teachers, but the presentation includes lots of information about the writing process that you can apply in the classroom right away. I want you to enjoy yourself. Sitting in the back of the room, correcting papers, is no fun.
- Please give the kids an opportunity to become familiar with my work. They don't need to have written a master's thesis on each book, but if they have heard one or two of my books, they will be able to appreciate the process involved in making them. It will also make the presentation more exciting for them. They could do a project based on one of the books: a song; a poem; a piece of art; anything! I've seen so many amazing projects at many schools. Students and teachers never cease to amaze me with their creative ideas.
- My web site (martykelley.com) has many samples of my work as well.