

Pre-Visit Packet for Gayle's Visit

What's Inside?

This pre-visit packet will help you get your students, teachers, and the whole school community ready for our day together. It contains:

- 1) Checklist for a successful author visit – to help with planning
- 2) Book ordering info
- 3) Sample book sale & signing letter - to send home with students
- 4) Sample press release – to send to local media
- 5) Teacher's guides

To prepare your students, it's important to read my books to your class or have the students read them independently. Reading and talking about my work will help your students have a richer, more meaningful experience when they meet me.

The **teacher's guides** will help you:

- build up to your author visit with activities based on my books,
- link my books and the information I will present during my programs with your curriculum, and
- continue to use ideas from my presentations and books as a touchstone for the rest of the school year.

Schedule

When you plan your schedule, please allow a minimum of 10-15 minutes between presentations so I can "re-group" and set up before the next program.

Location, Location, Location!

Please let me know in advance where the visit will be scheduled. The ideal setting is a room where I can set up all my materials and books for the day and where students will be comfortable, either seated on the floor or in chairs set in a half-circle around me. Libraries are great for this – they're comfortable but not crowded, and there's room for demonstrations and interactive activities. Being in the library also sends a subtle, positive message to students about reading and becoming a

book lover. However, I've presented in many kinds of spaces, and I'm open to other options. If the event will be in a large facility like a gym, cafeteria, or auditorium, we'll need a microphone and speaker system.

Equipment Needs

- Tables (one or two) at the front of the room to display books and program props
- Microphone (for large groups or large rooms)
- Bottled water
- Computer with digital projector and screen, and someone experienced with the equipment to make sure it runs smoothly.
- Please ask your AV/computer expert to contact me beforehand about your setup and whether an Internet connection is available in the room.

Book Sale & Signing

Book ordering is easy if you start early—at least six to eight weeks before my visit to your school. This should allow plenty of time for ordering and delivery. And because many local bookstores give discounts to schools, schools can sell books at the retail price and use the sale as a fundraiser.

Schools pre-sell books prior to my visit. Most schools also order extra copies to have available for last-minute shoppers. After you talk with your bookseller, you can modify the **sample book sale & signing letter** and send it home to parents. Although books can be ordered directly from my publishers, most schools find it more convenient to order from their favorite local booksellers.

Questions

Please feel free to contact me with any additional questions you may have, pitman_g@yahoo.com.

1. Checklist for a Successful Author Visit

Gayle Pitman's scheduled visit date: _____

Two months before

- Contact a **local bookseller** or Gayle's publisher (Magination Press) to enlist their help in ordering books for your upcoming book sale and signing. You can find a local bookseller in your area by going to <http://www.indiebound.org/indie-bookstore-finder>.
- Plan and confirm the **schedule**, allowing at least 10-15 minutes between presentations, and setting aside time for lunch if applicable.

Six weeks before

- Modify the Sample **Book Sale & Signing Letter** and send home to families.
- Once the responses are returned, place your school's **order** with the bookseller.

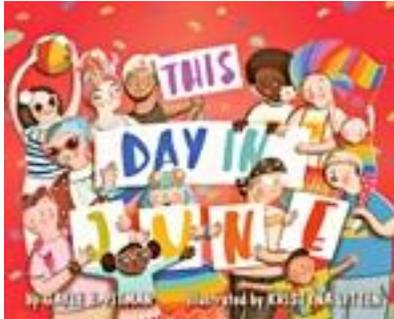
Four weeks before

- Provide copies of **Gayle's books** to the teachers so they have time to read and discuss them with their students.
- Copy and distribute the **Teacher's Guides** to the teachers and librarian early enough so that they can incorporate them into pre-visit activities. They contain ready-to-use, classroom-tested activities.

Two weeks before

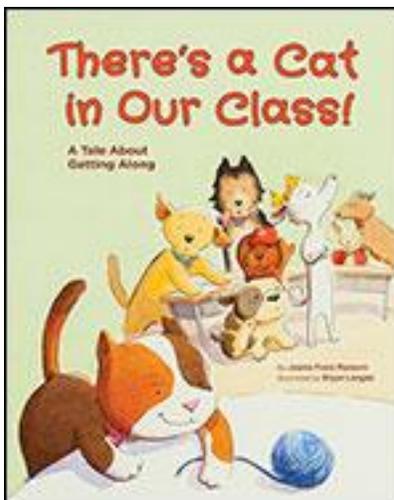
- Mail **press release** to local media and school or district newsletter editor. (Reporters and parents are welcome to attend the sessions.)
- Pick up the **books**. Insert into each book a completed form from the Book Sale & Signing Letter with the necessary autographing information.

2. Book Ordering Information



This Day in June

By Gayle E. Pitman, PhD
 Illustrated by Kristyna Litten
Publisher: Magination Press
ISBN: 978-1-4338-1658-1
Copyright: 2014
Format: Hardcover and Paperback



There's a Cat in Our Class!

By Jeanie Franz Ransom
 Illustrated by Bryan Langdo
 Note to Readers by Gayle E. Pitman
Publisher: Magination Press
ISBN: 978-1-4338-2262-9
Format: Hardcover

3. Sample Book Sale & Signing Letter

For parents.

You can copy and paste the sample letter on the next page into your computer's word-processing program, then modify, print and send home to parents.

Dear Parents,

We're excited to tell you about an upcoming event. On **[INSERT DATE]**, author Gayle Pitman will visit our school to speak to all students in **[INSERT GRADES]**. A professor of psychology at Sacramento City College, she is an engaging speaker who specializes in issues of diversity, equity, and acceptance. All of her children's books contain reading guides for parents, which are useful tools to use at home with your child.

If you would like your child to have a book signed by the author or to order books for gifts, please complete and return this form with payment to your child's teacher. Dr. Pitman will sign and personalize each book. Thank you.

Sincerely,

[INSERT YOUR NAME & TITLE]

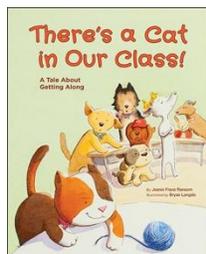


THIS DAY IN JUNE

WINNER OF THE 2015 ALA STONEWALL BOOK AWARD TOP TEN TITLE, ALA RAINBOW LIST

"This beautifully illustrated book is a great addition to a school or personal library to add diversity in a responsible manner without contributing to stereotypes about LGBT people."

—School Library Journal



THERE'S A CAT IN OUR CLASS!

"...a relatable and enjoyable way for children to learn the lessons presented in the book."

--Portland Book Review

Book Order & Autograph Form

Child's Name (please print) _____

Child's Teacher _____

THIS DAY IN JUNE

_____ books @ \$ **[PRICE]** each = \$ _____

THERE'S A CAT IN OUR CLASS!

_____ books @ \$ **[PRICE]** each = \$ _____

Total = \$ _____

Please make check payable to **[INSERT YOUR SCHOOL NAME]** and return to your child's teacher by **[INSERT DATE]**.

4. Sample Press Release

For local media.

You can copy, paste, and modify the sample press release on the next page into your computer's word-processing program, then print and send it to local news organizations and your school district newsletter.

Media contact

For more information, author photo, or to schedule an interview: Gayle Pitman

Email: pitman_g@yahoo.com

Website: <http://gaylepitman.com>

Date: [INSERT MAILING DATE]

FOR IMMEDIATE RELEASE

On [INSERT DATE] children's author Gayle Pitman will visit [INSERT SCHOOL NAME] to speak to students in [INSERT GRADES]. Dr. Pitman writes books for children of all ages, including picture books for preschool through grade 3 and nonfiction for children and adults. She is an engaging speaker who specializes in issues of diversity, equity, and acceptance.

Her first picture book, *This Day in June*, won the 2015 ALA Stonewall Book Award and the 2014 International Reading Association Notable Books for a Global Society Award, and it was a Top Ten Rainbow List selection. Ellen Kahn, Director of the Human Rights Campaign (HRC) Family Project, says, "*This Day In June* adds a bright spot for diversity on any bookshelf, and will help bring the true colors and beautiful experience of LGBT pride to life for school age children and their families."

There's a Cat in Our Class!, a collaboration with primary author Jeanne Franz Ransom, is a kid-friendly exploration of diversity, teaching kids the value of not only accepting but embracing the differences of those around us. It includes a Note to Readers written by Dr. Pitman that discusses how parents, teachers, and other adults can talk with children about diversity in a way that's meaningful and effective.

A professor of psychology at Sacramento City College, Dr. Pitman has worked extensively with the lesbian, gay, bisexual, and transgender community. She lives in Northern California.

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