



## Check List for Teresa Funke Author Visits

Things Teresa Funke will need for her school visit:

### Assembly:

1. A laptop hooked to a projector so Teresa can insert her flash drive containing the power point slide show.
3. A document camera, if you have one, so Teresa can show details on her book covers to the assembly.
4. A microphone for large rooms.
5. A table or chair on which to set props.

### Upper Grade Writing Workshop:

1. A document camera to show samples of work.
2. Notebooks for the children to take notes in if the teacher desires.

### Primary Writing Workshop:

1. A white board or big tablet of paper on an easel.

### Book Order Fundraiser and Book Signing Information:

If you have sent home the book order forms before Teresa's visit, but would like some books personalized for the kids, Teresa can stay to sign their books. If arrangements have been made for the students to buy books the day of Teresa's visit, she will need an adult volunteer to help make change and to tally books as she signs. If you are doing the school book fundraiser AFTER Teresa's visit, the books will be sent to your school. See the flyer for more info.

### And Just for Fun:

Please feel free to hang the "Look Who's Coming" author poster before the day of the visit. We'll send it to your school or you can access it and all of Teresa's school visit materials at [www.teresafunke.com/schoolvisits](http://www.teresafunke.com/schoolvisits)

If you have any questions, please feel free to contact us!

**Teresa Funke & Company \* 3836 Tradition Dr. Ft. Collins, CO, 80526 \* 970-215-4155**  
**[www.teresafunke.com](http://www.teresafunke.com)**