

Virtual Author Visit Checklist

My presentation runs approximately 45 minutes:
20–25 minutes followed by a 15–20 minute Q&A.

Two to Three Weeks to Go

- ☐ Confirm with your IT team that I'll be able to access your school network
- ☐ Send me any necessary volunteer forms
- ☐ Schedule a tech check with me
- ☐ Share the book order form with families
- ☐ Get kids excited!



Fueling up for another visit!

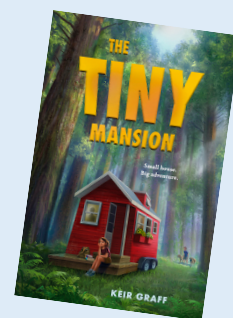
Pave the way! Just like in-person visits, students will be most engaged in virtual author visits when they know what to expect. Consider reading them a chapter or two of *The Tiny Mansion* and visit www.keirgraff.com to learn more about the book and the author!

One Week to Go

- ☐ Tech check! Let's log on together to confirm everything is working properly
- ☐ Check settings to ensure that I can share my screen and students can't share theirs
- ☐ Does your platform allow polling? If so, you can assist me by sharing three short polls during my presentation.
- ☐ Share the book order form again

During the Visit

- ☐ Designate someone to launch the meeting, keep students muted, and evict any unwanted guests
- ☐ A school representative should introduce me ([you can find a bio here](#))
- ☐ I will share my screen and speak for 20–25 minutes
- ☐ Students should have cameras on and microphones muted while I am presenting
- ☐ Allow 15–20 minutes for Q&A; this works best when a teacher or librarian calls on kids with raised hands and the kids briefly unmute to ask their questions



After the Visit

- ☐ Please share the order form one more time—kids are often more interested in the book after they hear about it!

Questions? Email keir@keirgraff.com