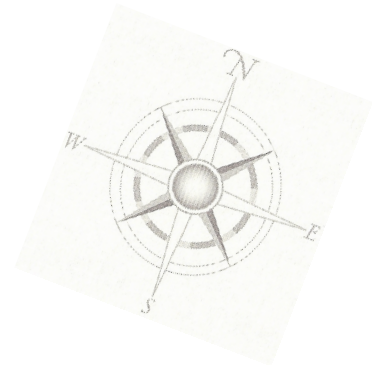


Welcome!



The information provided in this packet provides everything you need to plan a successful author visit.

Visiting schools and connecting with my readers have generated, for me, some of my most memorable experiences as a writer. How can I forget the time when, following an assembly, a little girl ran up to me, hesitated only briefly, and then threw her arms around my waist to give me a hug? When I responded in turn, twenty or so other children all converged, and we celebrated in a spontaneous group hug! Or the time when I felt a tug on my shirt; there stood a little kindergartener who said with all sincerity, “You’re my favorite *Arthur*.”

Choosing an author to come to your school can be a daunting task. You want an author who can not only inspire and connect with your students, but who can provide them with quality literature that stands the test of time. I have fifteen years of writing experience, and am a seasoned speaker to all ages and sizes of audiences. My books have garnered praise from critics and fans alike. Best of all, my stories resonate with both girls *and* boys. It’s a thrill for librarians to see boys lining up to check out my books!

I invite you to look over the enclosed information. Please contact me if you have any questions, or would like to schedule a visit. I’d love to come to your school!

Michele

Michele Torrey

mtorrey@micheletorrey.com

(253) 549-0089

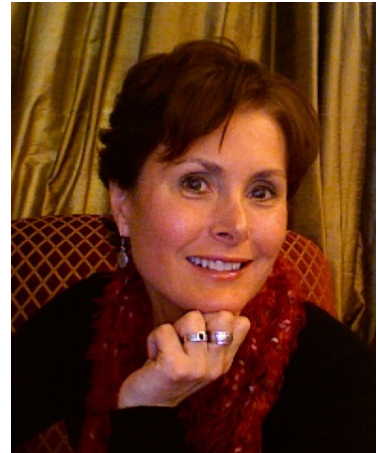
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AUTHOR BIOGRAPHY

MICHELE TORREY

Michele first became a published author at age ten, when her story about a dinosaur egg popping out of the kitchen sink appeared in the Seaview Heights Elementary newspaper. Her fifth grade class, located in Edmonds, Washington, wrote, edited, and published the newspaper.

While Michele has lived most of her life in Washington, she has traveled throughout the world. As a child, she lived overseas in England and France, and spent most of her junior high and high school years in Heidelberg, Germany. She first attended grammar school in England, at the age of four. She remembers the handbell calling the children in from recess, the morning's recitation of the Lord's Prayer, hot custard for lunch, and the bratty girl Rosemary who stuck out her tongue at Michele and got a spanking for it. When Michele temporarily moved back to the United States and her classmates asked how English people spoke, she promptly responded in all seriousness and with a thick country accent, "Cheerio, ol' chap!" All in all, Michele spent ten years of her childhood overseas. She returned to the Seattle area in her senior year, after which she completed a degree in microbiology and immunology from the University of Washington.



Michele enjoys an active lifestyle, having done such things as: swimming with sharks and sting rays in the Caribbean, mountain climbing for three weeks in the Alps, and sailing for a week in the Adriatic Sea. She enjoys all racquet sports, volleyball, downhill skiing, snorkeling, jogging, and sailing. Her hobbies include reading, history, travel, and music.

Michele lives on Fox Island, WA, with her husband, Carl Gann, a vocational rehabilitation counselor. They have three grown sons, two granddaughters, and a calico cat.

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PROGRAM AND WORKSHOPS

The Inside Scoop: An Author Tells All – My presentation is informal, entertaining, and interactive. Partly biographical, my presentation details my journey in becoming a writer, how I generate ideas, my typical work day, and the business of writing and publishing. It incorporates all of my books, touching on such subjects as life at sea and exploration, finishing with a mini-science demonstration complete with students glowing in the dark. Adapted to the age of the audience, my presentation is suitable for elementary through college (40-minute presentation + 10-minute Q&A per session. *A modified 20-minute presentation + 10 minute Q&A is available for grades K-2.*)

“BLAH, BLAH, BLAH” – Beating the Dialogue Doldrums – My dialogue workshop is with a group of pre-selected students (not to exceed twenty-five students). In this hands-on, interactive workshop, students learn how to create great dialogue using “tricks of the trade,” from dialogue tags to character voice. Students will spend approximately 15 minutes of the workshop writing. Suitable for third grade through college; adapted to the age of the participants. (50 minute workshop)

Writing That Sizzles: In this intensive half-day to all-day workshop, participants learn the secrets of creating an under-the-covers-with-a-flashlight page-turner. While practicing their hand at writing, students learn the fundamentals of pacing, plot, character, plus useful tricks-of-the-trade such as hooks, cliffhangers, and the use of active language. Not to exceed thirty students; suitable for fifth grade through college; adapted to the age of the participants. (Half-day to all-day workshop.)

Special arrangements can be made for an evening event, if desired.

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TESTIMONIALS

"You were really great at the assembly. . . . I'm going to be a photographer and travel the world like you do." – Karissa, Spokane WA

"Thank you so much for sharing your experiences with our students. You made a big impression on our students, and your books are never in the library long enough to be reshelved." -- Julie Custer, Librarian, Adams Elementary School, Spokane Valley, WA

"I know you've had good authors before, but honestly, she was the BEST" – Mr. Schreiner, Teacher, Graham WA

"Thank you for coming. It seemed like it inspired a lot of the kids about science and writing. I also liked how you told us about your life. It really inspired me mostly about science but also writing." - Joey, Spokane, WA

"You have inspired me to write more. This summer I am planning to write my own book." – Rachel, elementary student at Spokane, WA

"Thank you for coming and telling about your life. I learned about how you write your book and made me want to do that when I am older. I would love to read your book about the great explorer Magellan." Magen, Spokane, WA

"Thank you for the wonderful presentation yesterday at Whitman Middle School. I was impressed with how you connected with such a large group of kids and involved them in your talk." – Erin Ostrander, Seattle, WA

"Your visits to Bonney Lake and Maple Lawn were such fun! . . . Numerous teachers made a point of telling me later how well you connected with their students. . . . Thank you for sharing your experiences and expertise in such a warm and gracious way." – Linda Miller, Librarian, Sumner, WA

"The thing I liked was when you shared about pirates. I learned that making a book is a long process. I also thought it was cool when you did the anti-thief powder that was so awesome. I loved to hear all your stories and ideas." – Robbie, Spokane, WA

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HONORARIUM

First day of school visit is \$800 per day for WA state; \$1000 for OR state; \$1100 outside WA/OR. Each additional day is \$800. Fifth day is free. Schools in close proximity can share the visit and the cost, if desired.

Honorarium includes (per day) any combination of up to **four** presentations and/or workshops, booksigning, plus, if desired, a lunch get-together with a small group of students.

Evening events are an additional \$300.00.

The school pays travel expenses. For schools outside of a 75-mile radius of my home, I charge 48¢ per mile for any additional miles, if I am driving. Anything beyond 100 miles from Fox Island, WA, might require an overnight stay. Expenses could include: plane fare, meals, motel, cab fare from airport to motel, motel to school, and back (unless school can provide transportation), or a rental car.

For more information contact: mtorrey@micheletorrey.com, (253) 549-0089

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LUNCH WITH THE AUTHOR!

In addition to the presentations/workshops included in the author visit, I also am available for a lunch get-together with a select group of students. It's my favorite time of the day! It's then that I get to put names to faces, hear about the books or stories they're writing, discuss favorite books, favorite sports, or learn what they want to be when they grow up.

In the past, it has worked well to limit the number to twenty-five or at most, thirty students. Most schools have left it to the discretion of the teachers as how to select the students for the lunch. Some have held drawings; others have held contests, while others have had the students write an essay such as, "Why I deserve to have lunch with the author."

The lunches have also been varied, from a big bash with cake and party streamers, to pizza delivered, to round-table conversations with sack lunches. However schools choose to do it, it all seems to work out well!

(NOTE: If you decide to forego the lunch get-together, I would prefer to simply have a quiet lunch. No school cafeteria lunches, please. If you do order food for me, I prefer vegetarian.)

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PLANNING A SUCCESSFUL AUTHOR VISIT

1. **PLAN AHEAD** – So much of the success of the author visit depends upon the advance preparation. Try to schedule the author at least four months in advance to allow yourself plenty of time. Check with teaching staff to make certain the date does not conflict with field trips. (A great resource is *ABCs of an Author/Illustrator Visit* by Sharron L. McElmeel, Linworth Publishing, Inc.)
2. **PREPARE STUDENTS by familiarizing them with the author’s books** – The more familiar students are with the author’s books, the more they’ll anticipate the day of the author visit—a real celebrity is coming to see *them!* School halls will buzz with excited voices as students talk about the latest story development, bubble with curiosity, and dream up questions to ask the author.
3. **TAKE ADVANTAGE of the educational opportunities** – Use the preparatory reading period as an opportunity to enhance reading skills, to enrich the curriculum, and to think creatively. The “Educators’ Corner” section of my website provides curriculum enrichment suggestions.
4. **OFFER BOOKS FOR SALE** – Author visits are enhanced when students have something concrete as a keepsake to remind them of their day with me. Also, when I sign a student’s book, it becomes a special moment of connection with that particular student.
5. **ROLL OUT THE RED CARPET!** – Make an author day that students, staff, and the author will fondly remember. Put up welcome banners. Have someone designated to greet me, to take me where I need to check in. Have coffee and bottled water ready. Make certain someone is always available to answer my questions, to help me set up, or to fetch last minute items.
6. **ENJOY!** Sit back and enjoy the fruits of your labor. Have fun! This is a special day!

EQUIPMENT

PRESENTATION / ASSEMBLIES:

- Bottled water
- 8' table
- Chair
- Screen
- Microphone & amplification system
- Two 3-prong extension cords and electrical outlets
- AV cart
- Projector and laptop with Microsoft PowerPoint. The projector, laptop, and PowerPoint must be set-up *in advance and already functioning smoothly*.
 - NOTE: "PowerPoint Reader" *will not work with my slideshow*
 - I am happy to bring my own projector and laptop, if needed.
- Room must be able to be darkened for "glow-in-the-dark" science demo – windows covered with black construction paper, all doors closed.

WORKSHOPS:

- All of the above equipment is needed for the writing workshops, *except*:
 - Room does not need to be darkened, just dimmed.
 - If the acoustics are good, I likely will not require a microphone. (Students will be reading their writing, so keep this in mind as to whether a microphone is necessary for everyone to hear.)
- Chairs and tables for students. It works well to have tables set in a "U" shape, with me and my equipment at the open end.
- Students will need paper, pencils, and nametags.

CHECKLIST AND TIME LINE

1. Planning (three months to a year in advance)

- Schedule the date(s) with the author, in coordination with the school schedule
- Reserve facilities
- Negotiate the details such as honorarium and travel expenses
- Receive and review the author contract, sign, and return.
- Develop promotional material for the author visit.

2. Preparation Part I (three months in advance)

- Begin school-wide promotion
 - Purchase copies of the author's books for teachers and students to read
 - Send "Teacher Letter" to teachers (available on website)
 - Provide copies of the discussion/enrichment guides to teachers (available at the "Educators' Corner" of my website).
- Send book order form home with students (available on website)
- Make airline, rental car, and accommodations reservations for the author.
 - Contact the author first to determine a mutually acceptable itinerary and accommodation.
- Submit any required paperwork for author's honorarium.

3. Preparation Part II (ten weeks in advance)

- Collect book order forms from students and arrange to order books.
 - Order extra copies of each title to accommodate those last-minute purchases.
 - Any unsold books can be returned to the publisher or author for a full refund.
- Send airline tickets hotel / rental car reservation information to author.
 - If author is NOT renting a car: Send name and contact information (including cell phone number) of person picking up author from the airport, plus two other local contacts in the event of an emergency.
 - If author IS renting a car: Send map with routes to hotel and school clearly marked.

4. Preparation Part III (two months in advance)

- Send tentative itinerary to author.
- Check with custodian concerning equipment needs and facility set up.
- Encourage staff and students to create welcome banners, and author/book related projects.

5. Last Details (one to three weeks before the day)

- Contact the author to verify that all travel plans are in order.
- Check that the books for autographing have arrived.
 - Organize books according to grade or classroom. Make sure each book is identified with student name, teacher name, grade, and how it is to be personalized.

- ___ Be sure author's honorarium will be available on the day of the visit.
- ___ Make sure the person picking up the author from the airport has a flight schedule and author's cell phone number.
- ___ Arrange for a personal escort to greet the author at the school, help carry equipment, and escort the author to her first location.
- ___ If the school is taking advantage of the intimate "author lunch," make arrangements for meals, location, and any special extras. (See "author lunch".)
- ___ Welcome banners and author/book related projects should now be on display.
- ___ Arrange for author visit to be announced outside on school reader board.

6. One Day Before the Author Visit

- ___ Check the final set-up for the assemblies/workshops, including projector/computer, audiovisual, seating arrangements, and microphone.
- ___ Check that welcome banner is in place, and that school reader board welcomes the author.
- ___ Verify any transportation arrangements for author.
- ___ Verify personal escort's availability, and review the escort's responsibilities/duties with him/her.
- ___ Review all plans for the event. No detail is too small to double-check.
- ___ Collect honorarium check.
- ___ Remind teachers and staff that the author will be visiting tomorrow. Remind them to have their students seated and ready *prior* to the assembly/workshop start times. (The assemblies/workshops must start *on time* to ensure ample Q&A time!)

7. The Big Day

- ___ Enjoy!
- ___ Don't forget to pay the author her honorarium

8. Follow-up (within one to two weeks)

- ___ Prepare letters of thanks to:
 - Author
 - Helpers / Volunteers
 - Custodian, Principal, Librarian . . .
 - Anyone else who helped to make the day a success!
- ___ Offer to mail student and teacher thank-yous to author.
- ___ Compile a scrapbook and bulletin board for display. These might include photos, book covers, student stories/art that resulted from the author visit, newspaper articles, etc.
- ___ Mail any expense check to author if not already paid (ie – meals reimbursements, mileage).
- ___ Provide copies of relevant photos to author.
- ___ Return any unsold books for refund.
- ___ Pat yourself on the back for a JOB WELL DONE!

(Adapted from *ABCs of an Author/Illustrator Visit* by Sharron L. McElmeel, Linworth Publishing, Inc.)

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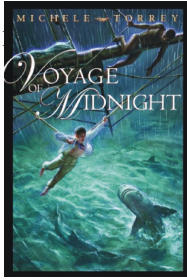
HOW TO ORDER BOOKS FOR AN AUTHOR VISIT

1. **Order through a local bookstore.** Bookstores are normally happy to help coordinate events of this nature. Many stores have store discount policies that may apply to your event. ***Place book order at least ten weeks in advance.***
2. **Order books directly through the publisher.** *Clearly state that you are a school and that this is for an author appearance.*
 - *Knopf Books for Young Readers:* Order through Random House at 1-800-733-3000. Make sure you say that this is for an author appearance, otherwise they *no longer* accept orders from schools and libraries. 40% discount. Please have all titles, quantities, and ISBN numbers ready. **Place book order at least 8 weeks in advance.**
 - *Sterling Publishing:* Sterling requests that you purchase books through www.barnesandnoble.com. Place book order at least 8 weeks in advance.
 - *Royal Fireworks Press:* <http://www.rfwp.com/>, 1-845-726-4444. Books discounted 40%. Please have all titles, quantities, and ISBN numbers ready. **Place book order at least 8 weeks in advance.**
3. **Can't find a particular book?** The availability of my books is constantly evolving. Sometimes a book is no longer available in hardback; sometimes a new paperback version becomes available. If any of my books are NOT available, **I keep a full inventory of all titles.** I invite schools and bookstores to coordinate sales of otherwise unavailable copies with me. **Please coordinate at least 3 weeks in advance.**

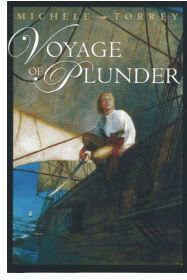
Note: It is highly recommended that each purchased book be accompanied by a sticky note on the title page with name to be inscribed (*exact spelling!*).

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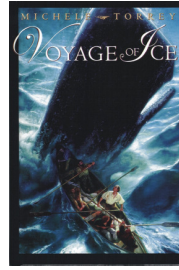
BOOKS BY MICHELE TORREY



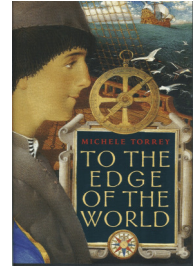
Voyage of Midnight
 Publisher: Knopf / Yearling
 1-800-733-3000
 PB: ISBN: 0-440-41888-7
 Available from publisher
 HB: ISBN: 0-375-82382-4
 Available from author



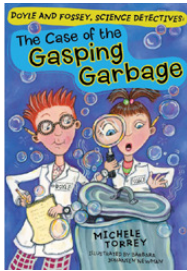
Voyage of Plunder
 Publisher: Knopf / Yearling
 1-800-733-3000
 PB: ISBN: 0-440-41887-9
 Available from publisher
 HB: ISBN: 0-375-82383-2
 Available from author
 Also available as an ebook



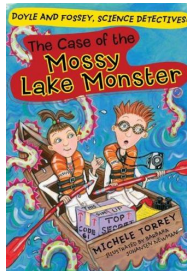
Voyage of Ice
 Publisher: Knopf / Yearling
 1-800-733-3000
 PB: ISBN: 0-440-41886-0
 Available from author
 HB: ISBN: 0-375-82381-6
 Available from author
 Also available as an ebook



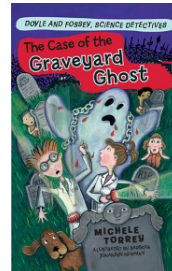
To the Edge of the World
 Publisher: Knopf / Laurel Leaf
 1-800-733-3000
 PB: ISBN: 0-440-23793-9
 Available from author
 HB: ISBN: 0-375-82338-7
 Available from author
 Also available as an ebook



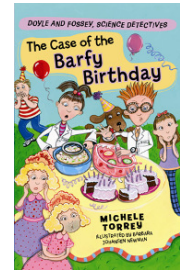
The Case of the Gaspin Garbage
 PAPERBACK
 Publisher: Sterling
www.sterlingpub.com
 ISBN: 978-1-4027-4960-0



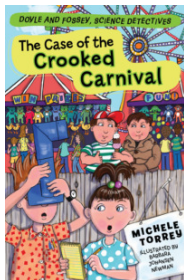
The Case of the Mossy Lake Monster
 PAPERBACK
 Publisher: Sterling
www.sterlingpub.com
 ISBN: 978-1-4027-4962-7



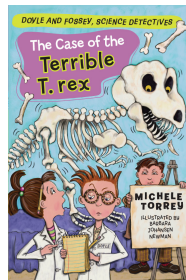
The Case of the Graveyard Ghost
 PAPERBACK
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www.sterlingpub.com
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The Case of the Barfy Birthday
 PAPERBACK
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 ISBN: 978-1-4027-4964-3



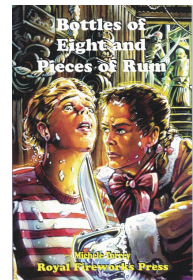
The Case of the Crooked Carnival
 PAPERBACK
 Publisher: Sterling
www.sterlingpub.com
 ISBN: 978-1-4027-4965-0



The Case of the Terrible T. rex
 PAPERBACK
 Publisher: Sterling
www.sterlingpub.com
 ISBN: 978-1-4027-4966-7



Sisters Unto Death
 PAPERBACK
 Publisher: Royal Fireworks
<http://www.rfwp.com/>
 ISBN: 0-88092-371-7



Bottles of Eight and Pieces of Rum
 PAPERBACK
 Publisher: Royal Fireworks
<http://www.rfwp.com/>
 ISBN: 0-88092-321-0

OTHER HELPFUL FORMS

DON'T MISS SOME OTHER HELPFUL FORMS ON MY WEBSITE:

- **Modifiable, printable book order flyer** to be sent home with students so they can pre-order books.
- **Modifiable, printable Teacher Letter** announcing the author visit and how teachers can help make the day a success.

For more information, or to schedule a school visit, contact me at:

mtorrey@micheletorrey.com

(253) 549-0089

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