

Planning a Presentation by Children's Illustrator, Kathryn Darnell

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During a visit to a school or group, I offer different options for discussions and activities. What I do in a particular classroom or presentation will depend on the age, the focus of the class, the size of the group and the time available. This worksheet is to help both of us plan for a successful visit. Please read the enclosed information and feel free to contact me with any questions you might have. I can generally be reached during the day at 517/332-6733. You can leave a message at that number or send a fax. My e-mail address is: kate@kldarnell.com

SCHOOL OR GROUP	DATE:
	AUTHORIZED CONTACT PERSON:
	PHONE NUMBER:
	FAX NUMBER:
	E-MAIL:

DATE OF PRESENTATION: <i>(Unless this is a confirmation, please give more than one choice if possible)</i>

DAY SCHEDULE WORKSHEET:	
• FIRST PRESENTATION OF THE DAY CAN BEGIN:	• LUNCH BREAK CAN BE AT:
• LENGTH OF PRESENTATION(S):	• LAST PRESENTATION WILL END AT:
• NUMBER OF PRESENTATIONS:	• AFTER-SCHOOL OR EVENING PRESENTATION :
• NUMBER OF STUDENTS IN EACH GROUP:	• TOTAL NUMBER OF STUDENTS INCLUDED:

DESCRIPTION OF GRADE-LEVELS OR CLASS-FOCUS FOR EACH GROUP <i>(and any other helpful information)</i>	NUMBER IN EACH GROUP:
1.	•
2.	•
3.	•
4.	•
5.	•
6.	•

ADDITIONAL INFORMATION:
DO YOU WANT THE ILLUSTRATOR TO PROVIDE COPIES OF HANDOUTS FOR EACH STUDENT?
WILL YOU BE MAKING BOOKS AVAILABLE TO STUDENTS/MEMBERS? <i>(See publisher's ordering information on reverse side)</i>
OTHER:

ILLUSTRATOR'S SPEAKING FEE:

ADDITIONAL ESTIMATED EXPENSES:
TRAVEL EXPENSES <i>(outside the Lansing Area):</i>
HAND-OUTS & MATERIALS:

Hand-out materials

I have several handouts available that can help students visualize what I am explaining and remind them of what they have heard. Some of them can be used for a guide to follow-up projects. Masters for these can be sent to your school in advance so that they can be copied and distributed during the presentation, or I can provide them for the cost of copying them.

Scheduling a Presentation for Your Group

I have a busy schedule that keeps me in the studio for most of my time, and I also teach part time at a community college so it is important to plan ahead for a visit to your organization. This is especially important for visits outside the Lansing area.

If you have questions, you can contact me at: kate@kldarnell.com or 517/332-6733

or write to:

Kate Darnell
210 Abbott Rd. Studio 40
East Lansing MI 48823

Fees and expenses

Fees for presentations will vary with consideration given to the total length of time spent with the group, travel distances and materials needed. But here are some estimated fee guidelines to help you start to plan. (Please call for confirmation of this information.)

- A full school day: \$500 - \$600
- A half school day: \$200 - \$300
- A single one hour presentation: \$100
- Presentations outside the Lansing area may require additional compensation for travel and/or overnight accommodations.
- Hands-on activities may require materials. I can either provide a supply list, or, *with at least 2 weeks notice* of numbers, supply materials for a fee per participant.

The worksheet on the reverse side is designed to help organize your requirements and answer both your questions and mine.

If there are any forms required by your school or organization please make sure I get them in advance so that confirmation of my visit and processing of fee payment can be smoothly resolved. I can also provide an invoice in advance.

Fees for the visit are the responsibility of the host organization. For visits outside the Lansing area compensation for mileage and, in some cases, overnight accommodations may also be an expense. With this in mind I encourage local groups to coordinate with one another and I will make an effort to schedule myself so that travel expenses can be shared.

Some organizations make books available for sale to students or members and use the profits possible through a publisher's discount to help cover the expense of my visit, or as a fund-raiser for the next event.

Ordering Books

If your organization wants to make books available to members or students during my visit, Sleeping Bear Press offers a generous discount for this purpose. Contact Audrey Mitnick. 1/800/487-2323 ext. 8767

www.sleepingbearpress.com

Books I have Illustrated include:

Fibblestax by Devin Scillian
The Michigan Reader by Kathy-Jo Wargin
The American Reader by Kathy-Jo Wargin
The Ohio Reader by Marcia Schonberg
The Pennsylvania Reader by Trinka Hakes Noble
The New York Reader by Ann E. Burg
The New Jersey Reader by Trinka Hakes Noble
The Missouri Reader by Judy Young
Treasures of the Heart by Alice Ann Miller
My Piggy Bank by Tom Lewis

If you would like me to sign books, please set aside some time during my visit for this. It is not possible to sign dozens of books between class sessions.

It is your responsibility to order and pay for books and handle distribution and all collections of money from individuals.