

Author's Checklist for Visits

- Contact author at anjali@anjalianerjee.com to discuss program, terms, logistics and fees.
- Author will mail a Confirmation Agreement. Please sign, return and keep a copy for your records.
- Contact bookseller, or if needed, order books. To order *Maya Running* (or *Looking for Bapu* after October 10, 2006), contact Shannon Campbell at Random House: (212) 782-9429. You may also contact Lisa McClatchy, who handles all Random House authors' school and library appearances: liske@aol.com.
- Notify author of arrangements: directions to school or library, hotel etc.
- Arrange for payment on the day of the visit. If paperwork is required, please contact author in advance.
- Share author's book(s) with children and teachers.
- For "How I Became a Writer" program, arrange for carousel slide projector with working bulb (and extension cord if needed), table for visual aids and drinking water. Darken room for slide presentation.
- For "Getting Down to Details" program, arrange for an overhead projector, table for visual aids and drinking water. Students should have pen and paper for writing exercises. Darken room for overheads.
- Enjoy the visit!