

Sunset Ridge/Middlefork School PTO Board Report  
Submitted by Patricia Gainsberg

Job Description:

Author Visit/School Programs Middlefork School

Term: 1 person per school 2 years - MFS

- Work closely with school librarian and principal to secure speakers, presenters, and authors for visits and assemblies during the school year, support vision and ideas.
- Obtain relevant books used in the curriculum or recommended by the librarian
- Contact publishers or find their literary agent to discuss doing a presentation in person or now via zoom which seems to be preferred by authors and librarian.
- Obtain pricing to stay within budget preferably one author per grade or 2-3 authors
- Coordinate the speaker schedule with the school schedule
- Assist obtaining bookplates or generate opportunity to purchase author book locally or through school depending on the authors preference or capability.
- Support the author visit, provide lunch for the author, assist with sales if needed.

Budget: Virtual visits average \$1000 or less per author, in-person range up to \$3500

Key Contact: Kellie Johnson

Key dates: (exact dates and event subject to change with calendar year)

Monthly Outlook	Contact	Activity
September	Contact Librarian and Principal for book recommendations and dates	Contact Authors and Publishers
October	Check in with program details make sure dates and communication is out	Possible visit/books sale happening
November	Check in with program details make sure dates and communication is out	Possible visit/books sale happening Promote author and book
December	Check in with program details make sure dates and communication is out	Possible visit/books sale happening
January	Check in with program details make sure dates and communication is out	Promote author and book
February	Check in with program details make sure dates and communication is out	Possible visit/books sale happening
March	Check in with program details make sure dates and communication is out	Promote author and book

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April	Check in with program details make sure dates and communication is out	Possible visit/books sale happening
May	Check in with program details make sure dates and communication is out	Possible visit/books sale happening Promote author and book
June	Make sure all pending invoices are turned in before last PTO meeting	Make sure author was paid