



Tips for Arranging Author Events, Programs & Visits

1. Confirm your booking and ALL details by email or letter. This includes date, times, number of sessions, length of sessions, sizes of groups, grade levels, preferred programs (eg. topics to be treated as well as whether this is to be a presentation or writing workshop), special needs or circumstances for the group, and fees. Be sure to include in the email subject box, the school, library, organization or individual's name so Faye will know the e-mail is from a reliable source.
2. Be prepared to mail or email a map. A map is better than oral directions. Faye wants to arrive on time. Even small communities can be confusing.
3. Well in advance, please confirm that audio-visual, room arrangement and special requirements will be available, in place and working on the day of the event. This includes mics, book display tables, extension cords, and computer arrangements. Also in advance, request a bio from Faye if not otherwise available for introduction purposes or for one see website: Background.
4. For copies of individual stories, poems or articles to use prior to the event, check for downloads on this website or with Faye. Sessions are most successful when students know something about Faye and her work in advance of the session. Copies of her books are usually available from the author, publishers or bookstores. Allow for shipping time. Faye is happy to bring extra books for purchase at the event.
5. Always assign someone to accompany Faye during the entire visit and to help with audio-visual set-up and book sales.
6. In schools, a certified teacher is legally required to be in the room with students during all author events and throughout the entire event. Problems with students are the responsibility of the teacher.

Sources of Funding or Assistance for Programs

Check website for details:

- Alberta Foundation of the Arts (AFA) www.affta.ab.ca
- Canada Council Reading Grants www.canadacouncil.ca
- The Heritage Canada Foundation www.heritagecanada.org/eng/links/fund.html
- The Writers' Union of Canada (TWUC) National Reading Program www.writersunion.ca. Reading must be open to the public.
- Writers in Schools Program, Alberta Branch, Canadian Authors Association May tours, www.canauthorsalberta.ca (WISP Program) Writers have varying degrees of experience.
- Young Alberta Book Society (YABS) www.yabs.ab.ca Experienced, professional authors available.