

VOLUNTEER SUPPORT

Event Day / Author School Visit

First and foremost, thank you for assisting author Chad Stewart at your author event. We truly appreciate your help - and we are so excited to be visiting your school and interacting with your students.

ASSISTANCE

The area where Chad needs most assistance is post-presentation and during book sales and author signing.

If you can please join him at the book table and be the first to make contact with the students to collect their cash, provide change and hand them their book before passing them onto Chad to sign the book - this is ideal.

Some students parents have pre-paid and ordered the book for their child(ren) through our online system. We have supplied you with the list of names of prepaid orders. Note: Some students may provide their first and last name, but their order may be under the name of their parent - and some students have a different last name than the parent who purchased the book. Usually a few simple questions helps you identify their name on our list. Please mark their name off of the list as you distribute their book. If a child is absent and cannot pick up their pre-order, then please have the author sign that child's book and give the book to school administration to hold for the absent student.

If a child says that they think their parent purchased online and they are not on the list, then please let them know that we will confirm this information and they can pick-up a book the following day (we can leave additional inventory and books on consignment with the school office/admin).



One other noteworthy mention:

We love pictures of our school visits! We know that schools require permission or permission slips in order to take photos on campus and of your students.

Photo opportunities are available with the author if we receive permission from either the school or if a student has a parent on campus providing permission in the moment.

IF SCHOOL APPROVED:

We do ask (if possible) to take cell phone photos of the author either on stage facing your students - and where the picture is taken from behind the students and only showing their backs while engaged during the presentation.

We also LOVE photos with admin, teachers, and staff.

If you are able to capture some moments and memories - please email them to **authorvisit@Britfield.com**

Thank you again for your help. We appreciate you!

< **Team Britfield** >

