

## Isinglass Teen Read Award Author Event Hosting School Guidelines

Schools wishing to host an author visit/Isinglass Awards ceremony must adhere to the following criteria:

- The hosting school will be responsible for paying the agreed upon author fee, which is determined by the Isinglass Committee in conjunction with the author, any travel/lodging fees agreed upon, and any food for the author that day. Schools should submit an amount they could afford on the bottom of their voting tally sheet which can be found on our website. Costs can range from free up to an author's regular honorarium plus travel, depending upon the author.
- The hosting school will provide one contact name and information such as phone, position, and e-mail. They will work directly with the author to plan the day's details but will keep the Isinglass committee chair CC'd on the planning. The Chair will function as a problem solver should issues arise. The committee will provide support when needed and at least one member of the committee will attend the event.
- The ceremony is usually held in one of the voting Middle Schools for that year and the venue must be able to accommodate the 7<sup>th</sup> & 8<sup>th</sup> grade student body and the author comfortably. Since books are geared for these grades, we ask that younger students not attend, if possible, as the content and speech around the book may not be suitable for grades 5 & 6.
- The committee also asks that each school look at allowing a certain number of students from visiting schools who also voted that year. This decision will be based upon available space and is not required but looked upon as a courtesy to other schools who voted. Schools may choose to ask for a small donation from visiting schools to help support the cost of the visit.
- The committee will ask the author for ONE acceptance speech/talk. The school will need to provide an assembly for this speech. The author is not expected to do multiple presentations throughout a whole school day. We often try to strike a deal with authors for a lower cost (or free) acceptance speech; the day is about honoring them for winning this award and providing the students a chance to hear them speak and accept the award. Should the school decide to make further arrangements for a longer or more involved visit, they will be responsible for all further arrangements with the author and all extra costs above and beyond the initial agreement the Isinglass committee came to with the author. Schools should approach the author about extras as a possibility they would like to explore and they are willing to pay for, NOT as part of the Isinglass Award ceremony.
- The committee sees student involvement as an integral part of this awards program and promotes the idea of using students to introduce the author, present the award, and ask questions after the author speaks. We also see author/student luncheons as positive, although not required. This is the students' award to the author and we want the visiting winner to feel that.
- The school should work with the author to make a book signing after the event possible (Usually approx. 1-HR). The local school may make arrangements to make books available for sale before and at the event, either through a local vendor or through the author's publisher.
- Some books chosen may be controversial in nature. We ask that any school who wishes to host provides a copy of the book to the administration and has the backing of the school in full before accepting to do the author visit. We also ask that students be given an opportunity to not attend the assembly if parents are concerned about the content of the book or speech.
- The physical award itself will be provided by the Isinglass committee.