

CHECKLIST FOR ELEMENTARY SCHOOL VISITS

Jeffrey Bennett

Date of my school visit: _____
Lower grade (K-2 or K-3) assembly time: _____
Upper grade (3-5 or 4-6) assembly time: _____

Please be sure you understand the following key logistical details for Dr. Bennett's visit; email him (jeff@bigkidscience.com) with any questions:

_____ **Assemblies:** Dr. Bennett generally does two 45-minute assemblies, one for lower grades (can be shortened to 35 or 40 minutes if necessary) and one upper grades, with no more than 15 minutes in between. *All classrooms should be included in one of the assemblies.*
→ Large schools (>500) may request an additional assembly.

_____ **Program:** Dr. Bennett presents "interactive readings" of his award-winning children's books, in which he reads the main story (for one book) while incorporating science-based interactives and time for Q&A. He is currently focusing on *Max Goes to the Moon* for lower grades and either *Max Goes to Mars* or *I, Humanity* for upper grades, but is open to other requests.
→ The assemblies work best if students are sitting *on the floor* in an open gym, library, or cafeteria.
→ For the Q&A: Dr. Bennett asks that teachers help by calling on students, with the goal of getting at least one question from each classroom. He also invites questions from teachers. Please be sure that questions focus on science or writing, not personal details (or details of Max the dog).

_____ **AV:** Please have a screen, computer projector, speakers for computer sound, and a microphone.

_____ **Book Sales (optional):** If you are collecting book orders, please use or modify [the sample book order form](#) provided by Dr. Bennett. You may collect book orders before or after the visit, or both. *Be sure to note details below regarding autographing, payment, and sales tax.*

→ For "before" orders, please submit orders to Dr. Bennett at least 1 week in advance. For local visits, he will bring the books with him; otherwise he will mail them.

→ For "after" orders (including sales too late for the "before" shipment), please send the final list within 2 weeks after the visit, and Dr. Bennett will sign and ship the books to the school.

_____ **Autographing:** To facilitate Dr. Bennett's signing and personalizing of the books, please e-mail him a consolidated sheet (do *not* send him the original order forms) that has one line for each book ordered, stating the book title and the name(s) to sign. Be sure to check spelling on names.

→ Please be sure that all orders follow the instructions on the order form, which means first names only, except for teachers and books signed to a family name (e.g., "Smith family").

_____ **Sales tax:** Dr. Bennett provides the books "wholesale," which means the school is responsible for collecting and paying any local sales taxes that might be due.

→ Many schools are exempt from sales taxes, but it is up to you to decide if this applies to you.

_____ **Payment:** The school should collect all funds from the book orders, then send a *single* payment for the total to Dr. Bennett.

→ Check preferred, but credit card possible if necessary (Dr. Bennett can send Paypal invoice).

_____ **Preparation for the visit:** No specific preparation is necessary. However, it is often helpful if teachers have read some of the books with their students beforehand. You might also wish to view videos of astronaut readings of Dr. Bennett's books posted in the [Story Time From Space video library](#) or the [streaming version of the Max Goes to the Moon planetarium show](#).

_____ **Post-Visit:** Dr. Bennett would greatly appreciate it if you could do the following:

_____ Please share your visit experience with other teachers and colleagues, as Dr. Bennett has future openings available.

_____ Please post reviews of Dr. Bennett's books on Amazon, Goodreads, or elsewhere; also please encourage others (teachers, parents, and even kids) to do the same.