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## VISITS AND EVENTS

### Information for Schools, Libraries and Festivals

Hello! I'm Hannah Shaw and I love to visit schools, libraries and take part in festival events.

This is a rough guide to help you plan your event and to ensure that you get the most out of my visit. It may seem like lots of information but much of it is quite obvious and I'm very adaptable! A little bit of planning goes a long way. If you have any further questions after reading this, please email me at [hannah@hannahshawillustrator.co.uk](mailto:hannah@hannahshawillustrator.co.uk).

*Hannah Shaw*

### *What type of session?*

My usual workshop event lasts **1 hour** and is **suitable for ages KS1 & 2 or ages 4-11**. It involves stories and discussions on two of my books (selected with age group and audience in mind) then I talk a little bit on how I go about making a picture book, how I create my illustrations and what inspires me. I show pictures and I encourage enthusiastic questions and answers, I even do some live drawing! For the last 25 mins of the session I either set a project that involves inventing and drawing picture book characters or I bring fun worksheets for children to complete. (Includes crafty activities for festival events).

I can extend this workshop to a **half day session** with one group, this involves further exploration into the characters they have invented, working in pairs to create a story and illustrating a page or cover for their story. This longer session generally suits **KS2 - KS3 (or ages 8-14)**. A favorite theme of mine is heroes and villains - I divide the class in two and one group gets to invent hero characters and the other villainous ones! I pair them up to devise a hero vs villain story. I like to get everyone drawing and brainstorming.

For **secondary schools, colleges and adult workshops** I can tailor the sessions above to suit the age / ability of the audience. This can range from a shorter talk and presentation to a **whole day workshop**. Together we explore the finer details of making a picture book. I can talk more about the processes that lead to publication, give advice on writing styles and illustration techniques. I can also take part in set projects.

The main aim of a visit is to provide insight, entertainment and encourage imaginative, creative drawing and writing.

You may want me to do sessions with reception or young children or arrange a book signing at the end of an event - please read on for details.

## What you need to provide:

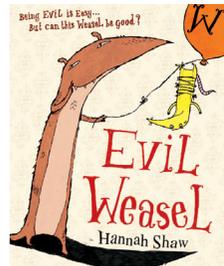
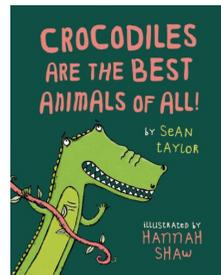
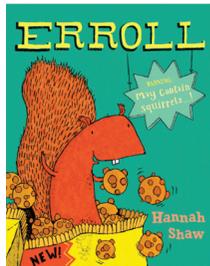
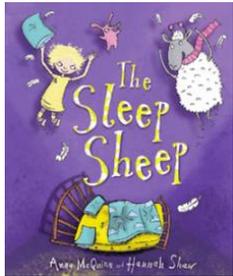
- Please provide **one room** where I can set up for the all of my sessions. A hall, classroom or space in a library is perfect. I need a chair to sit on and a table to display my books. I have lots of books, cut outs and equipment to carry so it is very difficult for me to move from room to room and you will also lose time between sessions. It is always best if groups come to me. (Don't worry if you are a very small school or venue, I can move between rooms if absolutely necessary!)
- **Access to a projector/ whiteboard screen.**  
I can either bring my laptop which has a VGA adapter or a USB stick (with my presentations as PDF's on) I usually use the screen as I read, I have my books as digital files so everyone in the group can see the pictures. For older groups I have presentations on creating a picture book and demonstrations on how I create an image.
- **A flip chart or whiteboard** and pens so I can draw pictures!
- In schools and libraries, there will need to be **space on the floor** so the children can gather around. For the workshop part of the session, please provide **tables and chairs** for the group to work on but if that isn't possible have something ready for everyone to lean on.
- The children will need enough **colouring pens, pencils rubbers** etc and A4 (or even better, A3) pieces of **paper**.
- For craft sessions they will need **scissors and glue** too.
- For adult workshop based sessions, access to books, art materials and the internet for research is essential.
- I am quite adaptable and don't mind if you can't provide everything, however PLEASE let me know in advance so I can plan the sessions accordingly.

## What else will make the visit run smoothly?

- **Please plan visits well in advance**, I am often very busy with deadlines and other events and cannot cope with organising everything last minute. I may not be able to do your preferred date but will be able to give you other options.
- If you are having more than one session, please **work out a timetable** for the day and email it to me in advance. For more help with planning a timetable see p4
- If I am driving to your venue, please give me **comprehensive directions** if your location is not sat-nav friendly and make sure there is **parking available close by**. Please let reception know I am coming. I may need help setting up too. I usually arrive 30 mins early to set up.
- If I am arriving by train, I may need picking up from the station if the venue is not in walking distance.
- Please allow for 5 mins packing up and setting up times for workshop sessions (this brings the session to around 50 mins in total)
- Make sure an **adult / teacher is around to assist at all times**, for larger groups especially craft based sessions, a couple of adults is preferable.
- **Prepare groups for my visit:** Schools, please familiarise children with a story of mine or show them some pictures. It's much more rewarding for them if they know who I am!
- **Breaks: I do need one** if I'm talking for 3-5 hours! For a half day I need a 20 min coffee break, for a whole day I need a 20 min coffee break and at least a 30 min lunch break.

## What about Reception class or a very young group?

I realise that very young children have quite short attention spans - an hour session is probably going to be too long for them. Instead, I can do to do a 30 min session with them where I read a story and they do a worksheet or drawing (This can also be suitable for some Year 1's too) If you'd like to substitute one 1hr session for two 30 min sessions instead, I'm happy to do so, please just make sure this is obvious on your timetable.



## You want a book signing...

That's great! I think a book signing is an essential part of my visit! I can do the signing after a session or after school. It is best to order my books in from a trusted supplier at least 3 weeks, preferably a month in advance.

In very certain cases (e.g It's too late to order or for adult events) I can bring a number of books along myself, however I prefer not to do this.

## Make sure you advertise the signing!

If you are a school, send home a letter and put up a poster. I've often been to schools where parents were unaware I was there!

I have a poster I can send you to print out- let me know the details and I can alter it with the date and time of my signing,

All of the books available to order are featured on my website and these suppliers below will be able to advise you. Evil Weasel is often a very popular book but ask parents to look at what is on offer before deciding, try to order my newer titles too.

You may have a local bookshop or supplier you'd like to use but if not I highly recommend:

- **Scotia books UK** [www.scotiabooksonline.co.uk](http://www.scotiabooksonline.co.uk)  
Tel: 01236 82604 | [info@scotiaandchameleon.com](mailto:info@scotiaandchameleon.com)

They offer 20% discount so you can also make some money on sales. They will do sale and return on books but advise you to get approximate numbers first before ordering or even sell in advance of the day if you can.

If you are a venue in **Gloucestershire** I suggest you try these great local shops:

- **The Yellow Lighted Bookshop in Nailsworth / Tetbury**  
Tel: 01453 832555 / 01666 50022 | [www.yellow-lightedbookshop.co.uk](http://www.yellow-lightedbookshop.co.uk)
- **Octavia's Bookshop in Cirencester**  
Tel: 01285 650677 [www.octaviasbookshop.co.uk](http://www.octaviasbookshop.co.uk)
- **Stroud Children's Bookshop**  
Tel: 01453 750055

**For all venues in London** I suggest the utterly fantastic:

## **Muswell Hill Children's Bookshop**

Tel: 020 8444 5500 [www.childrensbookshoplondon.com](http://www.childrensbookshoplondon.com)

## What will it cost?

**I charge less than the Society of Authors recommended fees** for visits. I invoice on or just after the day and expect to be paid promptly within 30 days.

If you want to negotiate a different fee for an event which doesn't fit into the criteria or you are a charitable organisation- please contact me to discuss options.

### **One off, 1 hour event £100**

(Fee negotiable if you'd like to do more than one event on one day at the same venue)

### **Half day visit (3 hours of workshops) £200**

(Or **£250** with compulsory 11:30am start for some venues)\*

### **Whole day visit (5 hours of workshops) £300**

**Special discounts** for Gloucestershire schools of £250 for day visits (And no travel charge!)

### **Travel:**

- Usually charged if you are outside Gloucestershire.
- Either standard return train fares or petrol expense.

\* **An extra £50 will be charged for locations more than**

**1hr 30 mins travelling from GL6.** Due to the distance and travel times, plus inconvenient train timetables, unfortunately I cannot do whole day visits at locations more than 1hr 30 mins travelling from Gloucestershire -**This includes ALL London locations.**

My start time for these visits is 11:30am totalling £250 + travel for the compulsory half day or £150 + travel for one hour session.

The other option is to pay for me to stay over night nearby so I can get to your venue early. This is essential if your location is over 3 hrs travel away, whatever length of session you choose.

## Help planning a Timetable:

**Group sizes: 30-35 per group my is recommended size.**

Individuals will get more attention with fewer numbers but I can see **up to 60 in a session.** This doesn't include the **whole day visit - option 1** or the special **30 min Reception sessions** which are **strictly 30-35 per group.** If you are booking the event with the compulsory half day or you are just doing a one off very popular event I can accommodate up to 90 in one group. Please be aware with these numbers I will not be able to give much individual attention and will need helpers on hand for activities and crowd control!

**REMEMBER:** *I'll be arriving 30 mins before the event to set up and I will need 30 mins for a signing after the event (this is not charged or included in my time but do make sure you leave time to get it set up, I'm quite happy to be signing anywhere in the venue or nearby)*

**1 Hour Event :** Make sure you let everyone know to arrive in good time for the start of the event. I can see large or small groups / mixed ages and abilities.

### **Half Day Visit: (3 hours of workshops)**

*I'll need a 20 min break at some point during my visit.*

**Option 1:** Full half day session with one group

**Option 2:** Three 1hr sessions with 3 different groups

**Option 3:** Two 30 min sessions with reception or younger groups (strictly 30-35 per group) and two 1hr sessions with older groups.

### **Whole day visit (5 hours of workshops)**

*I'll need a 20 min break and at least 30 min lunch at some point.*

**Option 1:** Full whole day session with a group of up to 35- Can be mixed ages and abilities.

**Option 2 :** Two half day sessions with two groups

**Option 3:** One half day session and two 1hr sessions

**Option 4:** One half day session and two 30 min sessions (with young groups, max 35 per group) and one 1hr session with another

**Option 5:** Four 1 hr sessions and two 30 min sessions (with young groups, max 35 per group)

**Option 6:** Five 1hr sessions (you could have some larger and some smaller groups if necessary.)