

BEFORE THE EVENT

- No matter how little or how often a writer travels, it is always reassuring to know that you will be **met at the airport/station and accompanied to your hotel**. The name of the person who will pick the writer up and their contact number should be given to the writer a few days in advance of the trip. Similarly, it should be clear what arrangements are in place for a return transfer to the airport/station.
- **The fee** should be communicated in writing to the writer when making arrangements for an event. Payment should be made exactly as agreed and in a prompt fashion.
- **The schedule**, including **eating arrangements**, should be presented to the author before arrival. **Free time** or **'off-duty time'** should also be noted on the schedule.
- All **addresses** of importance (venue, accommodation, meeting points, restaurants, etc.) should be listed clearly and forwarded to the author prior to the trip.
- **Three contact numbers** of event organisers should be provided.
- Details should be given in writing regarding who will be accompanying the writer **to and from the venue**. The writer should ideally have a designated person to look after them or, if that is not possible, be provided with very clear directions regarding the event location and the precise time at which the writer is expected to be in attendance.

THE EVENT

The following information should be provided to the writer:

- For **how long** is the writer meant to speak/read?
- Will there be a **moderator or chairperson** to introduce the writer and field questions?

- Is there a **green room** where the author can collect their thoughts before the event?
- Will the event involve **interpretation** or will everyone on stage use English?
- **Who is the audience** likely to be: Is it a foreign-language audience? Is it mostly English-speakers? Is it university students?
- Will there be any members of the **press in attendance**?
- Will the writer's **books** be **on sale**?
- Is the writer **expected to sign books** after the event? If this is the case, please ensure that a suitable area is available (with table, chair, pen, water).
- Will the event be recorded and if so, on **which media platforms** will it be broadcast? Permission from the author to record the event should be sought in advance of the event and his/her **signed permission** should be obtained at the event.

THE VENUE

- The author should be shown the **venue in advance** of the event.
- There should be **water on stage** – a small bottle or a glass tumbler. Plastic cups are not recommended, as the water can be spilled more easily.
- There should be **good overhead lighting** or a reading lamp for reading with.
- **The microphone** should not be a hand-held model if the author is to give a reading. It is not possible to hold a book comfortably, turn pages and hold a microphone at the same time!
- If several authors are to read, the **running order should be agreed in advance** by the event organiser.

OTHER INFORMATION

It is good practice to establish in advance if your visiting writer has any medical condition or disability that might make certain venues unsuitable, e.g. inability to climb stairs, difficulty climbing in and out of buses, or if he/she has a condition that might require additional support, e.g. a visual impairment. This type of information allows the event host to plan an appropriate event and ensure optimal conditions for the writer's public engagement.

It is also useful to have next-of-kin details and the writer's embassy or consulate contacts on file.

Wishing you a very successful and writer-friendly event!

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