

CHECKLIST

As Soon As Possible

- Read **Introducing the Assembly** in packet. Perfect for having very little time.
- Confirm day and time for assembly with principal, staff and presenters.
- Notify students of the upcoming author appearance, starting at least a month in advance. Display Sharon's books in the school library. Put up a display of book covers in the halls. Get students reading Sharon Bushell's books, The Trouble With Bernie and Bernie Jones and the Blazing Bandits. Librarians can read the stories to younger students. Books can be ordered directly from Road Tunes Media at a discount. contact < roadtunes@gci.net >
- Order Accelerated Reader or Scholastic's Reading Counts! quizzes.
- Look over Bernie Jones website < www.berniejones.com >
- Share the website with the entire staff and students. There are activities and lessons for all grade levels. < www.berniejones.com >
- Inform students that autographed books will be available the day after the presentation.
- Have a writing class write reviews of the author's books and stories.
- Make flyers and posters to hang up and distribute at PTA and School Board Meetings.

ONE WEEK BEFORE THE ASSEMBLY

- Put up a Bernie Jones / Author Bulletin Board
- Share the LEARNING POINTS (in this packet) with all staff members.
- Have the students dress in the period of the 1950s. Listen to 1950s rock 'n roll.
- Advertise the assembly on the outside reader board.
- Invite educators from neighboring schools to watch the presentation.
- Arrange for the students on the school paper to interview the author. Contact the local newspapers and send the PRESS RELEASE.
- Talk the assembly up. The more excited you are, the more excited the students will be. And when they're excited, the messages Sharon and Johnny B. give them will really hit home.



THE DAY BEFORE THE ASSEMBLY

- Announce that Author Sharon Bushell and Johnny B. will be here tomorrow with The Bernie Jones Assembly. "Be thinking of some really good questions about reading and writing." The presenters will be asking for some well thought out questions.
- Prepare the BOOK SIGNING FLIERS for tomorrow's distribution.
- Remind the person in charge of the piano and PA system about tomorrow.

THE DAY OF THE ASSEMBLY

- Have a piano, piano bench, water and PA system ready to go in the assembly room 45 minutes prior to the assembly time. Sharon and Johnny B. will arrive 30 minutes prior.
- We recommend having the youngest class sit in the back of the audience with the oldest class. Buddy Up. This is a wonderful way for both classes to enhance their experience as members of the audience.
- Have principal introduce Johnny B. briefly. (Sharon appears later.)
- Make sure every student receives a BOOK SIGNING FLIER before going home. Johnny B. will describe them during the assembly.
- Have the teachers present during the program. There is plenty of material expressed during the assembly that can be discussed back in the classroom.

THE DAY AFTER THE ASSEMBLY

- Have a table and two chairs available for the book signing. Read BOOK SIGNING PROCEDURE.
- Have the students write about the visit, or write a class letter to Sharon and Johnny B. at 534 Hidden Way Homer, Alaska 99603
- If a student is especially keen on drawing, they can contact the illustrator of Sharon's books. Katie Miller is a sophomore in high school and illustrated The Trouble With Bernie when she was a 7th grader. Katie Miller c/Road Tunes Media 534 Hidden Way Homer, Alaska 99603
- Tell other principals, librarians, PTAs and teachers about the successful visit, and keep the kids informed when the author's future books are published.
- Continue to visit < www.berniejones.com >. It will be updated each month with new lessons and activities.
- Pat yourself on the back for a job well done.