

How to use the Children's Literature Booking Service as an Event Coordinator

The Children's Literature Booking Service is a free resource for event coordinators.

The Children's Literature Booking Service serves as a connecting point between available author and illustrator speakers and event coordinators. Your account allows you to use details about your event to find a great speaker that meets your audience and organization. You will create your event in the application and that information will help us populate a list of authors or illustrators who may be available for your event. As an event coordinator, you can search by various filters, such as date, audience age, speaker price, etc., to find an appropriate speaker for your event. Once you find a speaker you would like for your event, you will click 'Invite Me' on the author's profile page. Children's Literature Booking Service sends your request to the speaker. The speaker will review your event details to see if he/she/they are available. At this point, the speaker decides to move forward with discussions with you about your event or not. If a speaker wants to move forward with discussions, you will receive an email containing the speaker's direct contact information. If a speaker declines the request, the event coordinator will be informed and can search for another speaker. Authors and illustrators are expected to respond to a speaking request within five days. In-kind, once you receive the speaker's direct contact information, it is best to respond within 1-5 days.

Tips for getting the most from the Children's Literature Booking Service

1. Detail your event: The more details you provide, the better the speaker recommendations for your event. Why provide little detail and have to sift through dozens of speakers and email exchanges when you can save time and effort by providing as many event details as possible?
2. Should event details change: While the event coordinator can change event details at any time, if details change between the time a request was submitted and an acceptance response has occurred, it is the event coordinator's responsibility to relay the detail changes to the speaker. This is just another way to avoid any confusion between all parties.
3. Children's Literature Booking Service only provides the search repository and the initial connection. Once the connection is made, all correspondence is between the event coordinator and the requested speaker. This means the event coordinator and the requested speaker can plan and negotiate items related to the event without Children's Literature being a third party. With that in mind, please remember Children's Literature Booking Service is not responsible for issues that may result at your event. Children's Literature is not responsible for booking/securing speakers, payment, 'no shows,' or any event difficulties resulting from the partnership between the speaker and the event coordinator.
4. Email responses promptly: We understand that planning an event takes lots of planning, and securing a speaker as soon as possible helps to concrete an event. With that in mind, we ask that everyone who uses the Booking Service responds to emails promptly. The sooner an event coordinator responds to speakers' acceptances; the more likelihood speakers can place your event on their calendars.
5. Requesting multiple speakers before receiving a response: Some event coordinators may request several different speakers for one event to open several discussions to make the right decision. Once the event coordinator receives an acceptance response from any speaker, it is the event coordinator's responsibility to respond. Even if you have already chosen a speaker, no

one wants to be left waiting and wondering. It's just another way to keep all parties informed and calendars opened for other events. Children's Literature recommends you only request one speaker at a time, unless you need multiple speakers for a specific event.

Our goal is to provide a wonderful space where event coordinators can easily find a great speaker and have a fabulous event. It is also our goal to help authors and illustrators secure bookings to expand their reach and career. Our goals can only be met by all parties working together.

To keep these goals, we request feedback from both event coordinators and speakers after an event and after repeated interactions. Event coordinators and speakers who are great to work with and provide pleasant experiences can continue using the Children's Literature Booking Service. Those who repeatedly do not meet expectations will no longer be able to use our service. This is all in an effort to help events be fabulous and provide the best and most reliable list of speakers available.