



Overview

Stage one: Preparing your budget and inviting your author	Stage two: Confirming your author and promoting your event	Stage three: Event delivery and acquittals
<p>RESOURCES</p> <ul style="list-style-type: none"> • First steps flowchart • Timeline for participants • Agenda for partner zoom meeting • Budget template • Event schedule template • Budget Q&A video (Anna & Jane) • Author invite template • Finding your ideal author (NEW IN 2026) • ‘If you liked... you’ll love...’ author suggestions 	<p>RESOURCES</p> <ul style="list-style-type: none"> • Flowchart #2 • Editable poster • Editable social media tiles • Social media/newsletter copy • Story snippets • Preparing for your author visit checklist • Marketing plan checklist • Engaging First Nations resource • Info sheet about success measures (ways to evaluate your success) • Author confirmation template/itinerary template 	<p>RESOURCES</p> <ul style="list-style-type: none"> • Flowchart #3 • Author care info pack/sheet • Acquittal template • A week before/day before/day of your event • Run-sheet template • Wrapping up checklist (paying the author, gathering feedback) • Sample questions for audience feedback • Template photography permission slips
<p>TIMELINE</p> <p>School holidays: 3 October – 18 October 2026 (TAS) 28 September – 9 October 2026 (NSW)</p> <ul style="list-style-type: none"> • Return signed confirmation letter: 25 July 2026 • Initial zoom meeting: last week of August, 2026 • Budget due: 25 October 2026 • High-level event schedule due: 25 October 2026 • Author invite sent: November – December 2026 	<p>TIMELINE</p> <p>School holidays: 18 December 2026 – 3 February 2027 (TAS) 18 December 2026 – 28 January (NSW)</p> <ul style="list-style-type: none"> • Check-in meeting on zoom: first week of February 2027 • Confirm author & event dates with Australia Reads: 5 February 2027 	<p>TIMELINE</p> <p>School holidays: 10 April – 25 April 2027 (TAS & NSW)</p> <ul style="list-style-type: none"> • Event delivery between 4 February – 2 July 2027 (TAS) • Or 28 January – 2 July 2027 (NSW) • Final check-in zoom: first week of May 2027 • Submit acquittal: 31 July 2027



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<p>TASKS</p> <ul style="list-style-type: none">• Return signed confirmation letter• Attend first zoom meeting• Meet with partners & discuss preferred author/event plan• Submit budget template to Australia Reads for approval• Use author template to invite preferred author	<p>TASKS</p> <ul style="list-style-type: none">• Send author confirmation letter• Submit invoice for approved funds to Australia Reads• Book author travel & accommodation• Book event spaces• Download promotional material and distribute amongst local community• Prepare your community for the event	<p>TASKS</p> <ul style="list-style-type: none">• Deliver event• Collect feedback• Complete and submit acquittal documentation