### ROB KEELEY, AUTHOR E-mail <u>wordsmithrk@hotmail.co.uk</u> Website <u>www.robkeeley.co.uk</u> X @RobKeeleyAuthor

## **AUTHOR WORKSHOPS**

Would you like an award-winning children's author to visit your school, library, bookshop, book club or event?

Are you interested in holding an author workshop, question and answer session, signing or creative writing group?



I can offer any or all of these options in a style tailored to suit you. I can gear events towards adults, children or an audience of both.

I can offer:

- Readings from my books for children
- Q&A sessions on my books, publishing experiences or writing in general
- Illustrated talks on my books and the publication process using specially-designed animated presentations adults' or children's version available
- Signed copies of my books included as part of school and library packages
- Creative Writing workshops for adults or children
- Or a combination of the above
- Plus a new series of workshops Children's TV Through Time!

#### My ghost novel for children, High Spirits, was honoured with a Georgina Hawtrey-Woore

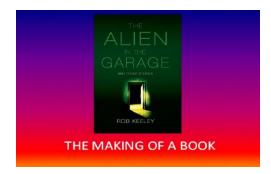
Award and my other books have been longlisted, shortlisted and nominated for the following awards:

- The Bath Children's Novel Award
- The People's Book Prize
- The International Rubery Book Award
- The WriteMentor Award
- The Searchlight Writing for Children Awards

I have a Master of Arts degree in Creative Writing with Distinction from Lancaster University. I have full Public Liability Insurance and DBS check, and have a Child Protection Policy and Online Safety Policy in place.

Previous clients include:

- Liverpool LCEP
- Writing on the Wall
- The Rotary Club
- Wirral Youth for Christ
- Culture Liverpool
- Wirral Arts Festival
- Wirral Libraries
- Get Creative UK
- Friends of Bebington Central Library
- The Methodist Church
- Floral Pavilion Theatre, New Brighton
- Linghams Booksellers
- Bear Hunt Books
- Hedworth Lane Primary School, South Tyneside
- St Nicholas Primary School, Kent
- Primrose Hill Primary School, London
- Eastbury Community School, Barking
- Shireland Colleagiate Academy Trust
- Hill Avenue Academy, Wolverhampton
- Glebe Primary School, Brighton
- Mount Primary School, Wallasey
- Priory Parish Primary School, Birkenhead
- King's Leadership Academy, Liverpool
- Calday Grange Grammar School, West Kirby
- Woodchurch High School, Birkenhead
- West Kirby Primary School, West Kirby
- Bidston Avenue Primary School, Birkenhead
- Liscard Primary School, Wallasey
- St George's Primary School, Wallasey



For more information, please e-mail <u>wordsmithrk@hotmail.co.uk</u> or visit <u>www.robkeeley.co.uk</u>, where you can also download a number of free writing resources for young people based on my books, from the Extras page. I am also on X @RobKeeleyAuthor.

#### The practicalities

I am based in North Wirral and can travel within the North West of England. For visits further afield I can offer a virtual author visit via Zoom, Skype or even X.

#### Virtual Author workshops

My workshops are available to schools, libraries and other venues via Zoom, Skype or X. These are at the usual rates (see below) and can include almost everything that the face-to-face workshops would include – readings, writing activities, PowerPoint presentations (via Zoom screen share) and Q&A. Signings of course are not possible but copies of my books can be ordered in and bonus materials such as promotional postcards are also available. Contact me to learn more!

# I am a wheelchair user, which means that premises (and for longer visits, toilet facilities) will have to be wheelchair accessible.

If you're interested in one of my animated presentations, please note that these use PowerPoint and will require a computer, data projector and screen to be provided. I will bring the presentation(s) on a portable USB drive (memory stick). They are in a format that will work with most versions of PowerPoint. Alternatively I can email it in beforehand.

I charge the "traditional" Society of Authors rates, whatever the type of event. However, for short local visits or charitable events these may be open to negotiation:

Single session up to one hour	£150
Half day visit	£250
Full day visit	£350

For visits in person I also charge modest travel expenses, which are **not** included in the above fees. Receipts can be provided.

I can be paid by cheque, made payable to **Robert Keeley** or by BACS. Invoices can be issued before or after the event and are payable within 21 days.

Please note: the Society of Authors discourages payment via the staff payroll/PAYE route and I prefer not to do this since I am a self-employed, not employed practitioner and it overcomplicates my tax returns!

If you would like to cancel or make changes to the timetable for an author visit, please can you let me know as soon as possible? Cancellations with less than seven days' notice will be liable for the full agreed fee, plus any expenses incurred in providing books or other materials. This will not of course include travel expenses.



As part of the above packages I offer five FREE signed copies of my books for children for your school, library etc. These normally retail at between £5.99 and £9.99 per copy and I don't know of any other author who offers such a package!

I am DBS'd to work with young people – however, **organisers please note that you're still legally obliged to have a teacher or second adult present to supervise the session**.

I keep my DBS check current. However, if you wish me to carry out a new check especially for your event, please note that I will have to add the cost of this  $-\pounds 25$  – onto my fee for the event. This may also take 3-4 weeks to complete.

Copies of my DBS and insurance certificates are available on request, as are copies of my Child Protection Policy and Online Safety Policy. These will usually be electronic copies.

You are welcome to take photos or video of the event for your website or social media (and copy me in for a retweet @RobKeeleyAuthor), subject to the usual permissions around featuring young people. However, please could I ask you to do this discreetly as it can be disconcerting to find a device in my eye-line while trying to talk! Also, teachers – please could I ask that we

don't have additional staff from outside the group wandering in and out of the room as spectators, while workshops are going on. (Would you want anyone doing this to you, while trying to teach?) You'll know that any newcomer or other distraction means that young children's attention is instantly lost. If the school hall is used, please could we restrict passage through it as much as possible during a workshop? Please also allow time for setting up or clearing away before/after school lunch. There's nothing worse than furniture removals getting in the way of children's creativity.

Before a children's event I will send you a Safe Session Sheet which will enable you to give me any information I need to deliver the workshop in absolute safety. If there's something I need to know about in advance – an early finish, a fire drill – just tell me. This sheet includes Health and Safety, SEND and social or emotional needs. As a disabled person myself, I will do my best to accommodate any special needs.

Please let me have full and complete info on where I'm going, when and why. Disabled parking might also be useful if I'm coming by car.

I have full Public Liability Insurance as mentioned above – however, please note that the final responsibility for your event rests with you as the organiser.

Following the event, I may ask you to complete a short evaluation form. This will give you the opportunity to comment on my workshops and how they might be improved in the future. This is of course entirely optional.

#### I look forward to meeting you!

A friendly note about signings: I keep a small personal stock of my books and am able to bring a small number to a school or library event. However, I can't supply them in bulk and don't supply bookshops personally. This is done by my publisher Troubador Publishing Ltd direct. Therefore, any large signing session in a bookshop or elsewhere will have to use this route. Please don't wait until the week of an event to order books, as they may not be through in time and I can take no responsibility for this! Thanks for your understanding.

Contact details for Troubador can be found at <u>www.robkeeley.co.uk</u>.



#### Feedback from previous author events:

"Can't all our English lessons be like this?" (pupil, quoted to me by teacher)

"I liked doing the group activities, and working on writing pieces." (pupil)

"I liked performing the work that we did" (pupil)

"The group work was effective and gave pupils a chance to interact with one another. They were engaged." (teacher)

"The treasure hunt was very well received." (teacher)

"...such fantastic workshops. The children thoroughly enjoyed them and we will most certainly let you see their polished story collection. It was a great experience for them and they were so engaged." (teacher)

"Rob's constant praise and encouragement of the youngsters' input during the session was excellent and had the effect of drawing even the most reticent out of her shell. It was lovely to see two little girls excitedly clutching signed copies of his book as they left, with one remarking that it was the very first time she had met an author and had a book dedicated especially to her." (bookseller)