



## The Proper Penguin – The Story of B Polite Author Reading Checklist

In preparation for the Author Reading by Cynthia Grosso, author of *The Proper Penguin – The Story of B Polite*, the following is a checklist of resources to make the event fun and well planned:

- ❑ **Schedule the Date and Complete Memorandum of Agreement** – Contact Charleston School of Protocol, 843.207.1025 to schedule the date and time. You will then receive a Memorandum of Agreement to sign and secure the date.
- ❑ **Pre Program Letter to Parents** – The letter states there will be an Author Reading Program at the school and invites parents to attend. The letter is a Word document that needs to be modified with the date, time, location, etc. to meet the school requirements and should go home to all parents of participating students the week prior to the scheduled program.
- ❑ **Proper Penguin School Order Form** – This form is a Word document that is used to order the book and/or plush and can be modified so the checks can be made out to Charleston School of Protocol or your school, whichever is correct for school accounting purposes.
- ❑ **Press Release** – The Press Release document is a Word document that can be modified with the school's name, contact information, time, date, location, etc. and released to the local media to gain positive press about proactively promoting civility within our schools and society.
- ❑ **Author Reading Poster** – The Author Reading Poster is a colorful poster that can be printed and displayed around your school to promote the event and generate excitement.

The above resources can be downloaded at the following link:

<http://www.thecharlestonschoolofprotocol.com/properpenguin/penguin-goes-to-school/>

Please contact Charleston School of Protocol and Etiquette, Inc. the day before the event to make sure the correct number of books and/or plush kits are signed and delivered at the time of the event. If you have any questions, please contact us at 843.207.1025.