

CHECKLIST FOR TEACHERS: THINGS TO CONSIDER WHEN BOOKING A STORYTELLER

With an ever-increasing variety of storytellers to choose from, how do you find those who will suit you? Whatever event you are planning, give yourself plenty of time. Many popular storytellers are booked up months in advance.

Have a clear idea of the sort of event you want

- Is this to be a one-off event or a residency?
- Do you want a performance or a workshop?
- What age groups will be involved? Will the ages be mixed?
- Have any of them special needs the storyteller should be aware of?
Are you looking for stories on a particular theme or from a specific culture?
- Will it be formal or relaxed, a performance in front of the whole school or working with smaller groups?
- How many sessions will there be?
- How long do you want each session to be?
- How much audience participation do you want?
- What venue are you planning to use?
- Do you require the storyteller to work outdoors?

When you have an idea of the type of event you want:

- If you need check with the library headquarters to see which storytellers are local to you.
- Look through the **Storyteller's Directory** at http://www.storytellersofireland.org/index.php/main_menu/directory_of_storytellers/764 to get names of storytellers., They may have visited your school previously.
- Phone the storytellers on your short-list to discuss your needs: they may be able to give you more ideas about what you could do or help you modify your plans.
- Ask what they charge and if this **includes** traveling expenses.
- Ask if they are available on the dates you want.
- Ask for references from people or other schools for whom they have done similar work.
- You do not have to make a firm booking at this stage.

When you have decided which Storyteller you want to book:

- Phone to confirm they are still free and are willing to come.
- Write to confirm date, time, place and agree the fee.

- If you have discussed a potential booking with a storyteller, and decided not to employ them, please contact them in good time so they can release the date for other bookings.

When you are planning the event:

- Choose a venue where the storyteller and audience will not be disturbed.
- Think about how you will set up the space so the audience can sit in comfort and see the storyteller clearly. If there is to be a workshop ask the storyteller how they want the room set out. Discuss with the storyteller how long each session is to be.

All in all a little planning and consideration can make an incredible storytelling event.