

Due Date: _____

Teacher: _____



First Grade Illustrator Instructions – Please Read!!

Dear Author: _____,

PLEASE READ THESE INSTRUCTIONS BEFORE BEGINNING YOUR ILLUSTRATIONS! Have your parent/guardian review this paper with you. THANK YOU!

1. **PROOFREAD** – Proofread your (1) story and (2) About the Author page (if included). Mark any errors (typos, misspellings, etc.) and return those pages to the Publishing Center for correction. **Do not illustrate a page that has errors on it. Return it to us clearly marked as needing correction.** We will make the correction(s) and send new pages to you for illustration. **Parents - Keep in mind that the story has already been edited by the teacher in a manner acceptable for the grade level – please resist the urge to rewrite your child’s story.**
2. **PAGE ILLUSTRATION** – Illustrate your story pages. You have **TWO** copies of your story to illustrate. We have included colored pencils for you to use, but if you would prefer to use crayons, you may. **NOTE: Do not draw anything within one inch of the LEFT margin - it will be covered up in the binding process.** Parents may utilize a color copier to produce the second copy. If you choose to do so, however, please **do not cut the pages to size yourself.** Please email us with any questions about making copies.
3. **FRONT COVERS** – Illustrate your front covers (the white covered boards). We need an illustrated cover for each book copy and color copies **cannot** be used for this step. **IMPORTANT: (1) Do not draw anything within one inch of the LEFT margin – it will be covered up in the binding process, and (2) DO NOT WRITE THE TITLE OF THE BOOK OR YOUR NAME ON THE COVERS.**
4. **CLEAN UP & RETURN** – Place your (1) illustrated pages, (2) covers, and (3) colored pencils back in the envelope and return it to the Publishing Center by the date indicated above. Please sharpen the pencils before returning. We cannot complete your book until all items are returned!

If for any reason you need another covered board or a reprint of a page, please email us or come see us in the Publishing Center. We are glad to help! In addition, **you may specify which is for home and which is for the library** - we will do our best to accommodate your request. Please contact Brookie White or Tarin Cataldo at VFEPubCntr@TESD.NET with any questions. Thank you, and have fun illustrating your books!