



Book Launch Checklist



Task	Description	Your Solution	Completed?
Date and Time	Select a suitable date and time that allows maximum attendance.		
Venue	Decide whether the event will be held at your school or another community space.		
Invitations	Design and distribute invitations to your classmates, teachers, family, and community members.		
Presentation	Plan how you will present your book. Will you read excerpts, explain your inspiration, or discuss your writing process?		
Decorations	Consider decorations that reflect the theme of your book or add a festive touch to the event.		
Refreshments	Decide if you'll offer snacks or drinks to your guests.		
Activities	Think about including activities related to your book, such as themed games or a Q&A session.		
Promotion	Determine how you will promote your book launch, perhaps through school announcements, posters, or social media.		

