SCHOLASTIC

BOOK FAIRS Business School

HOW TO RUN YOUR BOOK FAIR

1 JOIN THE TEAM

With jobs such as accountant, display specialist and events co-ordinator, you can apply for a job that suits your biggest strengths.

2 HAVE YOUR FIRST MEETING

When organising an big event like the Book Fair it's really important to make sure that everyone is happy with their jobs and are still on target. Communication is key so have regular meetings!

3 TELL PEOPLE ABOUT YOUR BOOK FAIR

Create special posters, send a letter home, or even ask a teacher to write a post about the Book Fair on your school's Facebook or Twitter page.

4 GET EXCITED!

It's time to get creative! Organise a competition or a fancy dress day. You could even speak in an assembly and show everyone which books will be available at the Fair.

5 RECEIVE YOUR BOOK FAIR KIT

The Book Fair Kit will arrive three weeks before your Book Fair and is full of really useful things to promote your Book Fair. Put up the posters and hand out the invitations to everyone in school. Check out the website as well for lots of free resources and ideas to help you run an amazing Fair.

6 HAVE AN AMAZING BOOK FAIR!

On the day your Book Fair arrives, remember to relax and enjoy the Fair yourself!
You can find resources on our website with tips on how to set up the Fair, and how to create a rota of volunteers to run the cash desk and help customers.