

# 10 Steps to a safe & successful Book Fair

## 1

2–4 weeks before your Fair, make sure you have accessed the Digital Fair Resources which can be found at [bookfairs.scholastic.ie/free\\_resources](https://bookfairs.scholastic.ie/free_resources)

## 2

Email parents to let them know the date of your Fair and attach the Parent Order Form to your email or display on your school website

## 3

Print out the poster in the Digital Fairs kit and display it around school



## 4

In the run up to the Fair, regularly email parents to remind them that the Fair is coming and share the 'Top pick' and author videos in your Digital Fairs Resources

## 5

Use the social media templates if your school has a social media channel



## 6

At the Fair, point out the 'Please avoid handling books unless you are intending to purchase them' messaging on the book cases so that all pupils can browse safely

## 7

Parents can now order before the Fair rather than attend the Fair. Let parents know that they can use online payment or buy a Gift Voucher from [bookfairs.scholastic.ie/gift-vouchers](https://bookfairs.scholastic.ie/gift-vouchers). The online payment reference should be entered into the space at the bottom of the Parent Order Form and returned to school

## 8

Set parents a deadline to return their orders. You will need to collate any pre-orders on the School Order Form in your Digital Resource Kit. Send one complete school order to [bookfairs@scholastic.ie](mailto:bookfairs@scholastic.ie) by 1pm the day before your Fair is due to be collected



## 9

All pre-ordered books will be delivered when your Book Fair is collected

## 10

Let parents know how much money has been raised to buy free books for your school!