

Kids who
read succeed
#readingschool

ORGANISER'S GUIDE

Everything you need to run your Book Fair

TOP TIPS VIDEOS!

Watch our quick and easy
Top Tips videos for
essential information
about how to run your
Book Fair.



Watch online at bookfairs.scholastic.ie/toptips

▶ Watch our
videos now!



FREE ONLINE RESOURCES!

Download free and editable resources to help you
plan your best Book Fair ever.

Find online at
bookfairs.scholastic.ie/free_resources

THREE EASY STEPS!

Look inside this mini-guide for tips on how to:

1. PREPARE for your Book Fair
2. RUN your Book Fair
3. PACK UP AND PAY after your Book Fair

LOOK
INSIDE



1. PREPARE for your Book Fair

Your Planning Kit



▶ Watch our video now!

Inside you'll find

- **Invitations** to the Book Fair for every child, showcasing exciting new books
- **Posters** and arrows to advertise your Book Fair around school
- **A goal chart** to set and share your Book Fair goals with parents, teachers and children

The Resource Pack

Download and you'll find

- **€40 worth of free vouchers** for prizes if you run a competition
- **Lesson plans and activities** to improve literacy skills in the classroom
- **Ideas** for making your Book Fair a special, whole-school event (fancy dress is always a winner!)



▶ Watch our video now!



Find online at bookfairs.scholastic.ie/free_resources

The Book Range



▶ Watch our video now!

- Create excitement around reading by playing our **Book Range video** in assembly

Recruitment

Many hands make light work

- **Ask for helpers** using volunteer letters (find in the Resource Pack)
- **Encourage your pupils** to run the Book Fair as an enterprise project – a great opportunity to develop real-world skills

Watch our videos now at bookfairs.scholastic.ie/toptips



2. RUN your Book Fair



► Watch our video now!

Opening Time

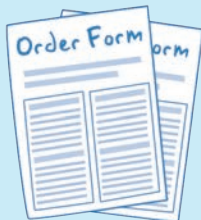
Make sure you

- **Set up shop** as soon as your Book Fair arrives. Watch our 'Set up in 30 seconds' video for tips
- **Set up a cash desk** including a float with small change, pens, a calculator and our Order Form (find in your Planning Kit)
- **Put up your directional arrows** and the outdoor banner (if supplied)

Ordering Books

Keep track of popular books

- **Ensure every child gets the book they want** with our Order Form (find in your Planning Kit)
- **Use to order extra copies** and to spend your Rewards
- **Use last copy bookmarks** to highlight bestsellers (find in the Resource Pack)



Class Browsing

- **Create** a browsing timetable, allowing a slot for each class during the day
- **Print** browsing wishlists for all children (find in the Resource Pack)
- **Encourage** children to choose their favourite books and fill in their wishlists

3. PACK UP AND PAY

Easy Online Payment

All calculations are done for you!

- **Create an account** at bookfairs.scholastic.ie
- **Click on the Book Fair** you want to pay for
- **Click** the Cash Report Form link and follow the instructions
- **Choose to pay** by online bank transfer, credit/debit card, cheque or invoice
- **Print the completed form**, post to Scholastic and claim your free books immediately

Wrap-up Checklist

- Place** all customer orders
- Complete** your Cash Report Form online
- Choose** books from the cases with your Rewards
- Pack up** the bookcases including any unsold books and boxes
- Send** payment within 10 days
- Thank** your helpers and share the success of your Book Fair with everyone
- Call** us to arrange your next Book Fair

Put reading at the heart of your school. Sign up to the Reading Charter.



Reading Charter

1. Celebrate reading and ensure it's at the heart of all school activities
2. Cultivate strong links with the local library
3. Maintain well-stocked class and school libraries, with the aim of having a minimum of ten books per child in the school
4. Create a culture of book ownership and encourage children to value books
5. Ensure the school environment demonstrates a commitment to reading
6. Believe that every child has an entitlement to be able to read by the end of primary school
7. Set aside time every day for story time and create a buzz about reading with book weeks and author visits
8. Engage parents in a home/school reading culture
9. Ensure that all teaching staff are knowledgeable about books and reading and are confident to identify the right book for the right child at the right time
10. Never take reading for pleasure for granted
11. Celebrate reading success at every level
12. Value reading as a thoughtful activity at every level and encourage children to form opinions, both through their reading experience and about their reading experience

Sign up at www.scholastic.ie/readingcharter

Contact Us

Your personal Book Fair Coordinator is on hand,
Monday to Friday, to help with any enquiries.

Freephone: 1800 272 321

Email: bookfairs@scholastic.ie

Post: Scholastic Book Fairs, Unit 89E,
Lagan Road, Dublin Industrial Estate,
Glasnevin, Dublin 11

Have a GREAT Book Fair!

Remember the five
key elements to a
successful Book Fair...

Goals
Recruitment
Excitement
Advertising
Tools