

# Organiser's Guide



Everything you  
need to run your  
Book Fair

## HOW-TO VIDEOS

Watch our quick and easy videos for essential information on how to run your Book Fair at

[www.travellingbooks.co.uk/videos](http://www.travellingbooks.co.uk/videos)



## SPREAD THE NEWS

Need some tips on advertising your Book Fair to parents using social media? We've got it sorted with ready-made resources and advice in our new, snappy beginner's guide at

[www.travellingbooks.co.uk/social](http://www.travellingbooks.co.uk/social)

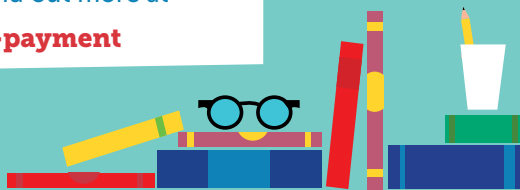
## SECURE PAYMENT FOR PARENTS

We've made it easier for parents to pay by card at your Book Fair with our Phone Payments service. It's simple, safe and means you don't have to handle cash. Find out more at

[www.travellingbooks.co.uk/phone-payment](http://www.travellingbooks.co.uk/phone-payment)

## 3 easy steps

Look inside for tips on how to prepare for, run and pack up your Book Fair



# 1. Prepare for your Book Fair

Watch videos at [www.travellingbooks.co.uk/videos](http://www.travellingbooks.co.uk/videos)

## YOUR BOOK FAIR KIT

### Inside you'll find:

- Leaflets 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

▶ Watch our video now!



▶ Watch our video now!

## THE RESOURCE PACK

### Download and you'll find:

- £25 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!)

Find online at [www.travellingbooks.co.uk/free-resources](http://www.travellingbooks.co.uk/free-resources)

## THE BOOK RANGE

- Unveil the new books in class or assembly by playing our book range videos and slideshows



▶ Watch our new video now!

## RECRUITMENT

### Many hands make light work

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



Have a G.R.E.A.T. Book Fair with...

# 2. Run your Book Fair

## OPENING TIME

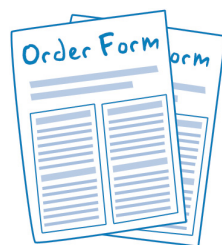
### Make sure you:

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



## ORDERING BOOKS

- Ensure every child gets the book they want with an Order Form (Find in your Book Fair Kit or online)
- Use to order extra copies and to spend your Rewards
  - Use last copy bookmarks to keep track of bestselling books (Find in the Resource Pack)



## CLASS BROWSING

- Create a browsing timetable, with a slot for each class during the day
- Print browsing wishlists for all children and encourage them to fill in their favourites (Find in the Resource Pack)

## SHARE YOUR BOOK FAIR

- We love hearing about the excitement that a Book Fair creates, so show us (and everyone) the best moments from your Book Fair by sharing it on social media!
- Advertise your Travelling Book Fair to children and parents before the event, or show us your best Book Fair moments afterwards! It could be book reviews, photos of your Book Fair in full flow or celebratory snaps of the new books and resources that you've bought using your Rewards.
- Make sure to tag us on Twitter @ScholasticUKTch, Facebook at **Scholastic UK Teachers** or Instagram at **Scholastic\_UK!**

For tips and tricks on sharing your Book Fair on social media, go to [www.bookfairs.scholastic.co.uk/social](http://www.bookfairs.scholastic.co.uk/social)



# 3. Pack up and pay

We've made it even easier to claim your Rewards and pay for your Travelling Book Fair!

The quickest way to claim your Book Fair Rewards and to sort payment is to complete the online Fair Record Sheet.

It only takes a minute and does all the calculations for you!\*



- If you want to use the online Fair Record Sheet, head to [www.travellingbooks.co.uk](http://www.travellingbooks.co.uk)
- Log in to your account or create a new one (make sure you've got a letter from Travelling Books handy for your Fair ID number)
- Head over to the Your Fairs section, where you'll find all of the information about past and present Book Fairs at your school
- Click 'Complete Fair Record Sheet' for the Book Fair you'd like to pay for and follow the instructions
- If you've got any questions, contact your local Book Fair distributor or call our free Rewards Helpline on **1800 728 828**

## WRAP-UP CHECKLIST

- Place all customer orders
- Complete your Book Fair Record Sheet
- Choose books from the cases with your earned Rewards\*
- Pack up the bookcases including any unsold books and boxes
- Make payment within 10 days
- Thank your helpers and let everyone know how many free books they helped to earn
- Call us to arrange your next Book Fair and keep that reading excitement going

\*Rewards terms and conditions apply.

## CONTACT US

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

Freephone: 0800 212 281  
Email: [enquiries@travellingbooks.co.uk](mailto:enquiries@travellingbooks.co.uk)  
Post: Travelling Books,  
Westfield Road, Southam,  
Warwickshire, CV47 0RA

