

# 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 [travellingbooks.co.uk/free-resources](https://travellingbooks.co.uk/free-resources)

2

Email parents to let them know the date of your Fair and attach the digital leaflet and pre-browse order form to your email or display them 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 don't touch the books unless you are purchasing' messaging on the book cases so that everyone can browse safely

7

If parents want to place an order before the Fair rather than attend the Fair, let them know that they can use Phonepay or buy a Gift Voucher from [travellingbooks.co.uk/parents](https://travellingbooks.co.uk/parents). The Phonepay authorisation code should be entered into the space at the bottom of the Pre-browse order form by the parent and returned to school

8

You will need to collate any pre-orders on the Master Order Form in your Digital Kit and send it to your Book Fair Co-ordinator by email 1 week before your fair is due for delivery



9

All pre-ordered books will be delivered by your local Book Fair agent when they come to collect your Fair

10

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