

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

2

Email parents to let them know the date of your Fair and attach the digital leaflet and Parent 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 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 Phonepay or buy a Gift Voucher from travellingbooks.co.uk/parents The Phonepay authorisation code 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 Master Order Form in your Digital Resource Kit. Send one complete school order to bookfairsales@scholastic.co.uk 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!