

This timeline is intended to help with the process of planning for, setting up, and running your book fair. If you have any questions that are not answered in this guide, please email us at [info@bookfairsbybookends.com](mailto:info@bookfairsbybookends.com) or call us at 781-935-3339.

## 2-3 Months Ahead

- 📖 *Announce your book fair in your school newsletter and/or email.*
  - 📖 *Update your PTO/school website(s) with the book fair information.\**
  - 📖 *Create book fair schedule (previewing, classroom visits, parent night, etc).*
  - 📖 *Assign volunteers to be responsible for money handling and restocking during the fair.*
  - 📖 *Develop plans for your teacher/library wish lists.*
- \* link for website downloads: <http://www.bookfairsbybookends.com/elementaryflyer.html>

## 2- 4 Weeks Ahead

- 📖 *Display banners and posters in classrooms, cafeteria, school office or other high-visibility areas around your school.*
- 📖 *Finalize your schedule of volunteer workers.*
- 📖 **Barcode Scanning for Cashier Area:**
  - *Review the barcode scanning sheet from the Chairperson packet.*
  - *Contact BookFairs to discuss your barcode scanning options.*
- 📖 *Put a reminder in your school newsletter and/or email.*
- 📖 *Have volunteers start saving shopping bags for student/staff purchases in case they are needed during check-out.*

## Day Before Book Fair Set-Up

- 📖 *Last notice for families: If your school has an automated voice reminder system (i.e. ConnectEd) you could ask your Principal to send out a message. If you do not have the Connect Ed system you could send a final email reminder.*
- 📖 *Clear out the area for the book fair.*
- 📖 *Gather supplies (e.g. pencils, calculator, table cloths, note paper, cash box, change for cash box (bills and coins)).*

## Day of Book Fair Set-Up

- 📖 *Have Chairperson available to be trained by our staff on computerized scanning system, credit card machines and other book fair procedures.*
- 📖 *Have one or two other volunteers available to help with the book fair set-up.*

## During Book Fair

- 📖 *Enjoy the book fair!*
- 📖 **Tabulate money daily.**
- 📖 **Fax the Daily Sales and Deposit form each day (fax 781-935-3314).**
- 📖 *Keep the fair tidy by straightening shelves and putting books away when needed.*
- 📖 *As needed, train new volunteers on the computerized check-out system, pre-paid orders, etc..*

## Prior to Book Fair Pick-Up

- 📖 *Re-pack book fair tubs (from table displays).*
- 📖 *Remind break-down volunteers of their schedule.*

## Book Fair Pick-Up Day

- 📖 *Tabulate your book fair totals and compare them with the computerized check-out totals (write down all computer totals for future reference).*
- 📖 *Have chairperson and one or two other volunteers available to help with the book fair pick-up.*

## After the Book Fair

- 📖 *Within 5 business days send us a check for all cash and checks collected by you during your fair.*
- 📖 *Within 21 days after we receive your check, BookFairs by BookEnds will send out your invoice and profit sharing check.*
- 📖 *Let your school community know how successful your book fair was and thank all your volunteers.*
- 📖 *Get feedback. Talk to your volunteers and customers who attended your book fair. Find out what worked well, and if anything didn't. Send us the Book Fair evaluation —we want to offer you the best book fairs, and want your next book fair to be even better than the last!*