

# TWO EASY STEPS

## STEP 1 Organise a Teacher Preview

- ☐ Set a date for your Teachers' Preview.
- ☐ Display the Teacher Preview poster in the staff room.
- ☐ Hand out the invitations to staff members and encourage them to attend by displaying the prizes on offer.

### AT THE TEACHER PREVIEW:

- ☐ Give each teacher a sheet of Book Donation Wish Slips, invite them to preview the books and list the titles they would like for their classroom.
- ☐ Collect the Book Donation Wish/Contribution Slips; ask volunteers to cut them up for use with the display poster (see below)
- ☐ Make the preview a fun event and use the prizes supplied for lucky door or raffles. Entry tickets can be found on the invites.



Teachers' Preview Poster



Invitations



Book Donation Wish Slip  
(6 per A4 sheet)



Contribution Slip  
(6 per A4 sheet)

**Your kit includes  
FREE teachers' prizes  
from Scholastic!**

## STEP 2 Set up a display at your Fair

- ☐ Adhere red and purple pockets to large display poster. Label pockets with teacher's name and place their slips inside.
- ☐ Position the poster in view of parents entering the Book Fair.
- ☐ Place Teachers' Pick shelf-talkers under relevant books.

### AT THE BOOK FAIR

- ☐ Parents can choose to donate a book to their child's classroom by selecting one of the Wish Slips from the teacher's red pocket **OR**
- ☐ Parents can choose to make a cash donation towards one of the books by selecting a Contribution Slip from the purple pocket.
- ☐ After purchase of either slip, ask them to fill in a bookplate to place onto the inside front cover of the donated book.



Display Poster



Book Donation Wish Slip pockets



Contribution Slip pocket



Teacher's Pick Shelf-talker  
(reverse side of invite).



Bookplates

Please free call us on 1800 024 840 with any queries.