

Once Upon a Time Book Fair Countdown Checklist

4 Weeks

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| | Recruit volunteers, discuss duties and schedules |
| | Reserve largest space available for book fair |
| | Confirm dates and times of family event |
| | Approach local businesses for donations |

3 Weeks

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| | Plan family event activities |
| | Promote book fair and family event in school newsletter and on website |

2 Weeks

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| | Finalize volunteer schedule |
| | Display flyers |
| | Invite local daycares to book fair |
| | Plan locations for book fair tubs and table displays |
| | Advertise book fair dates on school marquee and website |
| | Promote book fair to local community |

1 Week

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| | Send letter home to parents announcing book fair dates and times |
| | Promote book fair daily using announcements |
| | Request \$10 float (include change) and cash box |

Setup Day and During Book Fair

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| | Set up tubs, tables, and cashier area |
| | Display promotional signs and directional arrows |
| | Put \$10 in cash box |
| | Review cashier procedures |
| | Fill out sales record document daily |

Wrap Up/Pack Up

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| | Retain a copy of the final sales record |
| | Turn in cash bag, remaining books and copy of sales record to OUTB employee |
| | Plan date for next Once Upon A Time Book Fair |