

BOOK FAIR CALENDAR

Set sail to Book Fair success! Follow these steps to make the best use of the materials in this booklet. For a complete check list, refer to your Chairperson's Guidebook (pages 59-64).



7 Weeks Before Your Book Fair

- Copy the Call for Helpers and Volunteer Sign-Up Sheets and send home with students. (See Page 3 or download from our Web site www.scholastic.com/bookfairs.)
- Post the Call for Helpers Sheet in your school's office and on your school's Web site.



5-6 Weeks Before Your Book Fair

- Place the Dive Into Reading advertisement in your school newsletter, community newspapers, local homeowners association newsletters, and nearby preschools and daycares. (See Page 4 or download from www.scholastic.com/bookfairs.)
- Approach area businesses to participate in the Community Book Fair Sponsorship program. They can donate to classroom libraries, purchase books for the media center, sponsor individual children, or provide in-kind donations and door prizes for contest winners. For your contact letter, download the border on Page 16. Detailed instructions for soliciting sponsors are found on our Web site www.scholastic.com/bookfairs.

4 Weeks Before Your Book Fair

- Begin making decorations to create Dive Into Reading excitement. Assign helpers to make the nautical flags (Page 1 and Page 18), no-sew mermaid apron (Inside Front Cover and Page 20), giant octopus (Page 2), mini-sub (Page 2), treasure chest (Page 9), and goal chart (Pages 12 and 21).
- Determine how prizes and donations from Community Book Fair Sponsors will be used.

- Copy bookmark for media specialist to distribute during library time (Page 21).
- Begin plans for Family Events. (See menu on Page 17.) Select location and layout for Discovery Table and activities (Pages 14 and 15). Recruit poetry readers and students to participate in oral book report activities.



3



3 Weeks Before Your Book Fair

- Make or have a local vendor donate tee shirts for teachers and/or volunteers. (See art on Page 7 or on our Web site www.scholastic.com/bookfairs.)
- Complete Bulletin Board for busy hallway. (See Pages 1, 18-19, or download patterns from our Web site www.scholastic.com/bookfairs.)
- Make nametags for volunteers. (Download art from our Web site www.scholastic.com/bookfairs.)
- Purchase display board for Classroom Wish List program and set up display using materials from your Planning Kit box. Give it a Dive Into Reading look using the patterns on Pages 18-21 and available from our Web site www.scholastic.com/bookfairs.
- Attach self-stick computer labels to each Book List with Book Fair dates and times and your Family Event date and time (Page 16).



2



2 Weeks Before Your Book Fair

- Send home letter to parents using border on Page 16. (Download letter from our Web site www.scholastic.com/bookfairs.)
- Create and display fish bowl invitation (shown on Inside Front Cover) in teachers' lounge. Pattern available on Page 20 and from our Web site www.scholastic.com/bookfairs. Hang posters and arrows from your Planning Kit box.
- Plan photo opportunity with mermaid. Call local media photo desks to let them know the location and time of the mermaid sighting. (See Page 12.)
- Photocopy teacher invitation to preview the Fair from your Classroom Wish List kit (also available on our Web site www.scholastic.com/bookfairs) – one for each teacher.
- Also copy Book Wish Donation Cards for the teachers. Distribute to teachers at your Teacher Preview.
- Collect decorating items, including fish net, sea shells, plush toys, and costume jewelry.
- Use sheets of labels for each class showing Book Fair dates and times and Family Event(s) date(s) and time(s). (See Page 16.)

1

1 Week Before Your Book Fair

- Set up Dive Into Reading tabletop display outside your Book Fair location. Land the sub; fill the treasure chest. Display the octopus.
- Send out teacher preview invitations for Classroom Wish List kit.
- Send home book list along with a letter to parents using border on Page 16. (Download letter from our Web site www.scholastic.com/bookfairs.) Promote Book Fair over PA system using poems on Page 8.
- Confirm menu and food for Family Events. (See Page 17). Make Discovery Table props. (See Pages 14 and 15.)
- Hang your goal chart. (See Pages 12 and 21.)
- Have helper make backdrop bubbles. (See Page 12.)