

**Festival du Livre**

# To-Do List

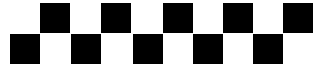
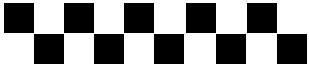
[www.scholastic.ca/festival](http://www.scholastic.ca/festival)



**SCHOLASTIC**

**Festival du Livre**





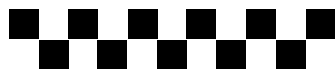
## **Chairperson's Responsibilities**

- Communicating between you and your Festival du Livre Consultant
- Recruiting and training your volunteers
- Planning your Festival du Livre
- Promoting a great Festival du Livre
- Managing and supervising your Festival du Livre
- Returning the books
- Completing the Profit Worksheet and remitting payment

For more details visit our Festival du Livre website at:  
[www.scholastic.ca/festival/anglais](http://www.scholastic.ca/festival/anglais)



# Before

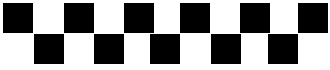


## Planning :

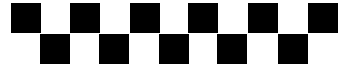
- Determine your fundraising goal
- Start recruiting volunteers using the poster and letter found on our website
- Start envisioning what theme you will be using and how your Festival du Livre will be decorated
- Plan games and themed activities to create excitement
- Start organizing your Family Event
- Prepare the “Classroom Wish List”
- Plan other games like a Reading Marathon or a Book Reading Evening, etc.
- Plan a V.I.P. day for the teachers and their students
- Advertise that Credit Cards (Visa, MasterCard, and AMEX) will be accepted at your Festival du Livre
- Call early to reserve a wireless unit (limited in supply)
- Schedule the set up of your Festival du Livre with your volunteers
- Set up your Festival du Livre with your volunteers’ help and decorate the room
- Teach your volunteers how to run a Festival du Livre: (cash, taking reorders, credit cards, etc.)
- Print out copies of “Last Copy” reproducible and cut them out in advance
- Print out copies of the “Family Draw” coupons and cut them out in advance
- Organize your cash table
- Prepare your startup cash

## Visit our website at [www.scholastic.ca/festival/anglais](http://www.scholastic.ca/festival/anglais) to:

- Get information, ideas, etc. to promote your Festival du Livre
- Download games and themed activities
- Download and print directional arrows
- Organize the Classroom Wishlist program



## Before

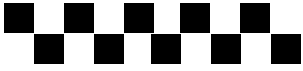


### **Promotion:**

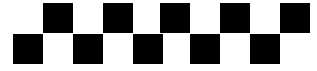
- Display the promotional posters provided throughout the school and in the neighbourhood
- Print out directional arrows from our website and display throughout the school
- Promote the Family Event Draw
- Create ballot box for Family Event Door prize
- Promote your Festival everywhere you can:
  - Newsletter
  - Website
  - Bulletin board
  - Local businesses
- Contact local radios and newspapers to advertise your Festival du Livre
- Send a letter home to parents announcing the dates of your Festival du Livre event
- Contact local merchants to ask them to become sponsors

**Your books will arrive a few days before your scheduled Festival du Livre Fair date.**

**Look for your “OPEN ME FIRST” box as soon as your Fair arrives.**



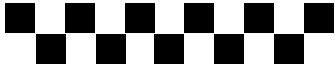
During



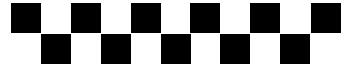
## **Managing Your Fair**

- Make sure you have enough change in your cash box
- In the “Open Me First” box, find the envelope entitled “Before your Festival du Livre”. This envelope will contain:
  - Credit card slips
  - Credit card instruction page
  - Scholastic Book Fairs Receipt Form
  - Family Event Draw Ballots reproducible
  - Contest ideas
  - Category cards
  - Order forms for the posters
  - “Selection du Festival du Livre” listing
  - “School Tools” prices
  - “Cheques payable to” sign
  - “Last Copy” reproducible
- Ensure the credit card slips are completed correctly
- Ensure the reorders are organized all in one place
- Draw winner of the Family Event Prize and have them choose books from the Festival du Livre

***Have fun!***

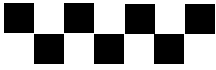


## After

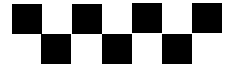


- Thank your volunteers and complete a Participation Certificate found on our website
- In the “Open Me First” box, find the envelope entitled “After your Festival du Livre.” This envelope contains:
  - Bilingual Profit Worksheet
  - Bilingual Festival du Livre Evaluation form
  - Bilingual “Reorder “ form
  - Bilingual “Profit order “ form
  - Pre-paid envelope to remit your payment
- Complete the reorder form
- Fax your reorders to your consultant at 1-877-340-0707
  - DO NOT INCLUDE in the payment envelope
- Complete the Profit Worksheet
  - Choose the books you would like to keep from the Festival du Livre as profit
  - Choose the books you would like to order from the “Selection du Festival du Livre” listing
  - Complete your catalogue orders
- Make your cheque payable to Festival du Livre
- Complete the Festival du Livre Evaluation form
- Fax all your profit orders to your consultant at 1-877-340-0707  
DO NOT INCLUDE in payment envelope
- In the payment envelope insert:
  - The Profit Worksheet
  - One cheque made out to Festival du Livre
  - Credit card slips and debit, if applicable
  - The Festival du Livre Evaluation form

**Your payment should be mailed within  
3 days of your Festival du Livre!**



# Wrapping Up



## **Your Festival was delivered in boxes:**

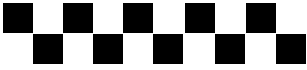
- Put all unsold books back in original boxes
- Return all category cards and table stands
- Seal the boxes securely
- Contact your Consultant (either by phone or email) to give her the exact number of boxes to be picked up

## **Your Festival was delivered in cases:**

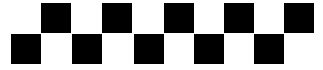
- Put all unsold books back in original case or box
- Return all category cards and table stands
- Verify the pickup date written on the key chain
- Make sure everything is ready for the pickup date and nothing is left behind.

Contact your Consultant to confirm dates  
for your next Festival du Livre.





NOTES:



A series of 20 horizontal dashed lines for writing notes.