Dear Families:

I’m excited to announce that our school will be hosting a Scholastic Book Fair, which will take place from [INSERT DATE RANGE AND TIMES] at [INSERT ROOM/LOCATION].

For students, it’s one of the most anticipated events of the school year—but we need volunteers to make it happen. We hope that you can offer your time and talents to help students experience Bookjoy firsthand! And every purchase at the Fair directly benefits our school. So, it’s a win-win!

If you’re available to lend a hand at this upcoming event, please contact me and share which Fair activities interest you most. Opportunities to assist include:

• Advertising • Decorating • Setting up the Fair • Helping shoppers at the Fair • Checkout • Packing up the Fair • [INSERT ADDITIONAL INFO]

I look forward to hearing from you.

Gratefully,

[INSERT NAME HERE]

Book Fair Host

[INSERT BOOK FAIR HOST’S EMAIL ADDRESS]