



## USE THIS HANDY CHECKLIST TO WRAP UP YOUR BOOK FAIR!

### Wrap it up!

- ☐ **SUBMIT your Student Reorders** throughout your Book Fair. For detailed instructions, watch our tutorial video.
- ☐ **DRAW FOR THE FAMILY EVENT** door prize. The winning student and teacher must select their book prizes from your Fair prior to pick-up. Note, this does not get recorded in your Financial Form.
- ☐ **Get your Volunteer team ready to pack up your Fair!**

### Pack it up!

- ☐ **REPACK** unsold product into the remaining boxes and cases. Using packing tape, seal the boxes.
- ☐ **RETURN** table signs, sign holders and credit card materials. **You may keep book easels to use at your next Fair.**
- ☐ **KEEP** your Book Fair Planning Guide to reference when planning your next Fair!
- ☐ **RESERVE** a date for your next Fair with a Consultant, if you have not already done so.

**TIP** Use your Scholastic Dollars to purchase any remaining books to fill gaps in Classroom Wish Lists!

### After your Fair!

- ☐ **COMPLETE your Financial Form** to calculate your Fair sales, bonuses, and how many Scholastic Dollars you earned! Log into your Host Hub to begin. For detailed instructions, see our Calculating Your Net Sales guide and watch our tutorial video.
- ☐ **RATE** your experience with Scholastic by completing the Evaluation in the Online Tools.
- ☐ **REDEEM** the Scholastic Dollars you earned using the **Redeem Product Rewards Form**. For detailed instructions, see our How to Place Product Rewards Order guide and watch our tutorial video.
- ☐ **WRITE** one cheque to *Scholastic Canada Inc.* for the amount due and mail using the pre-paid, addressed envelope in the Cashier Box. Return all wireless receipts, Daily Summary, and any certificates with payment.
- ☐ **USE** the Scholastic Dollars Reward and Education catalogues and websites to redeem Scholastic Dollars on valuable books, resources, and more!

To book your next Fair, call our Consultants at **1-866-234-7319**.

For orders or to learn more about Education or Book Clubs products please call us at **1-800-268-3848**.