

CHECKLIST



BEFORE YOU BEGIN!

- ☐ Schedule a planning call with your Festival du Livre Consultant!
- ☐ Choose your theme! Be creative and have fun!
- ☐ Set the dates! Let families know the dates and times of your Festival and Family Event!

4 WEEKS BEFORE THE FESTIVAL *Create Your Plan!*

- ☐ Share your Festival goal with your Consultant on your planning call!
- ☐ Get the help you need! Create your task list and build your Festival du Livre team!
- ☐ Secure the venue for your Festival. Make sure you have the space you need!
- ☐ Begin planning your Teacher Preview. Printable resources are available online.



2 WEEKS BEFORE THE FESTIVAL *Build the Buzz!*

- ☐ Advertise your Festival dates online, in newsletters, and on posters around the school.
- ☐ Create a schedule for your volunteers to run the Festival.
- ☐ Create decorations and plan for contests and games!

1 WEEK BEFORE THE FESTIVAL *Last Chance for Prep!*

- ☐ Send home Festival du Livre flyers and a letter to share your goals with families.

SETUP DAY *The Festival du Livre is Here!*

- ☐ Set up cases and tables with your volunteers.
- ☐ Decorate the Festival and remember to print off the directional arrows found online.
- ☐ Schedule teacher and student previews so everyone can tour the Festival.

DURING THE FESTIVAL *The Best Day Has Arrived!*

- ☐ Set up your Liste des souhaits de la classe display in an area that is easily accessible.
- ☐ Record Student Reorders for those titles that are down to the last copy.
- ☐ Follow wireless unit instructions to print out daily totals for your worksheet.



WRAPPING UP YOUR FESTIVAL

- ☐ Select your contest winners and use your Scholastic Dollars for prizes!
- ☐ Use your list and go shopping with your earned Scholastic Dollars!
- ☐ Place Student Reorders and submit your Rewards Worksheet online

Send a special thank you to your school community for making your Festival a success!