



## USE THIS HANDY CHECKLIST TO WRAP UP YOUR FESTIVAL!

### Wrap it up!

- ☐ **SUBMIT your Student Reorders** throughout your Festival du Livre.
- ☐ **DRAW FOR THE FAMILY EVENT** door prize. The winning student and teacher must select their book prizes from your Festival prior to pick-up. Note, this does not get recorded in your worksheets.
- ☐ **Get your Volunteer team ready to pack up your Festival!**

### 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 Festival.**
- ☐ **KEEP** your Festival du Livre Planning Guide to reference when planning your next Festival!
- ☐ **RESERVE** a date for your next Festival with a Consultant, if you have not already done so.

#### **TIP!**

Use your Scholastic Dollars to purchase any remaining books to fill gaps in the Listes des souhaits de la classe!

### After your Festival

- ☐ **COMPLETE your Rewards Worksheet** to calculate your Festival sales, bonuses, and how many Scholastic Dollars you earned!
- ☐ **RATE** your experience with Scholastic Festival du Livre by completing the Evaluation in your Online Tools.
- ☐ **REDEEM** the Scholastic Dollars you earned using the **Redeem Product Rewards Worksheet**.
- ☐ **WRITE** one cheque to Scholastic Canada Festival du Livre 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 and Education catalogues and websites to redeem Scholastic Dollars on valuable books, resources, and more!

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

For Scholastic Dollars orders or to learn more about Scholastic Education or Club de Lecture products, please call us at **1-800-268-3848**.