

# Book Fair Volunteer Descriptions

## **Book Fair Decorating Committee (Hours are flexible)**

- Plan decorations for annual Book Fair
- Make decorations as needed
- Assist with hanging decorations throughout the school in the 2-3 weeks leading up to the Book Fair
- Assist with decorating during Book Fair set up

## **Book Fair Contest Committee (Hours are flexible)**

- Plan contests for annual Book Fair
- Collect, purchase, or create all necessary items for contests
- Assemble contest clues, if appropriate
- Write up contest entry forms
- Copy and cut up entry forms as needed
- Set up contest area during Book Fair set up
- Coordinate contest entry collection and scoring during Book Fair

## **Book Fair Raffle Basket Committee (Hours are flexible)**

- Choose themes for raffle baskets for annual Book Fair (consult spreadsheet showing popularity of prior Book Fair basket themes)
- Request donations for baskets via email (News You Can Use), newsletter, Facebook, and the Book Fair packet (distributed in early January)
- Purchase items to include in baskets, if needed
- Coordinate collection and storage of raffle basket items
- Coordinate labelling of raffle ticket collection bags for each raffle basket
- Prior to the Book Fair, arrange basket contents and wrap baskets (with volunteers)
- Coordinate raffle ticket collection and storage during Book Fair
- After Book Fair, count number of tickets collected for each basket and record in spreadsheet for future reference

## **Book Fair Promotion (Hours are flexible)**

- Coordinate with co-chairs for promoting the annual Book Fair
- Write announcement text or skits for morning announcements
- Coordinate with Administration to have announcements read
- Write text for announcements to include in News You Can Use, newsletter, Facebook, and the Parish Bulletin
- Coordinate with appropriate Points-of-Contact at both Sacred Heart and St. Charles Borromeo to have announcements included

- Write text for announcements at Masses leading up to the Book Fair and the weekend of the Book Fair
- Coordinate with designated Point-of-Contact at both Sacred Heart and St. Charles Borromeo to have Mass announcements read

### **Book Fair Set Up (Wednesday and Thursday Prior to Book Fair Opening)**

- With Librarian, take delivery of books from Scholastic (may be on Monday or Tuesday)
- On Wednesday afternoon prior to the Book Fair:
  - Remove display books and shelves from end of stationary bookcases
  - Cover and move mobile bookcases into aisles
  - Stack and move Library and Media Center chairs
  - Move Book Fair bookcases to designated areas according to Book Fair map
  - Cover front wall bookcases for poster display
  - Cover aisle ends with black curtains
- On the Thursday Set Up day, under direction of Set Up Coordinator:
  - Set up tables where needed in Media Center/ Library
  - Cover tables with designated tablecloths
  - Move boxes of books to designated areas
  - Open and arrange bookcases and books from boxes
  - Place “Last Copy” slips in the last book in each stack
  - Display posters behind cashier area
  - Provide additional assistance to Set Up Coordinator, as needed

### **Book Fair Assistance (During Book Fair)**

- Cashiers, to run registers during Book Fair hours
- Shopping assistants, to help younger shoppers choose appropriate books and manage payment for items
- Re-stocking assistants, to pull books and other items from extra inventory and re-stock shelves and table displays
- Drivers, to drive to Scholastic warehouse in Odenton to pick up orders

### **Book Fair Tear Down (Last Friday of Book Fair)**

- Remove “Last Copy” slips from all books
- Pack up books into Scholastic bookcases and into empty boxes
- Take down decorations
- Remove tablecloths from tables; fold and put away
- Fold tables and put away into closets
- Move Scholastic bookcases and boxes to designated area for later pick up by Scholastic
- Assist with putting Library tables, chairs, and bookcases back in preparation for classes

For additional information, please email [shglibrary@shgschool.org](mailto:shglibrary@shgschool.org).