

Bookfair Take-Down Checklist

- Get volunteers to help pack up the fair (four adults is ideal; no children, please).
- Have the coins rolled—if you have a lot of coins to give us.
- Have books your school is keeping (using book fair credit) set aside and ready for us to add up on the register.
- Take down the “Mrs. Nelson’s is Here” banners.
- Confirm that the teachers do/don’t want to purchase remaining books in their wish baskets. Re-shelve the unpurchased books.
- Mrs. Nelson’s representative will give a quick “packing lesson” to your volunteers in order to prevent any damage to the books when they are transported.



Book Fair Company