



Book Fair Company

Book Fair Security

Security is an important issue for your planning committee and volunteers to address. To prevent theft at your book fair, we suggest the following:

- Have just one entrance/exit (using the rolling cases to create an enclosure). Have a volunteer stationed at the entrance—for crowd control, to make sure students leave their backpacks outside and to only let students in who have money to spend (during lunch and after school).
- Volunteers who are working the registers are too busy ringing up sales to keep an eye on the fair; you will need additional volunteers. The more visible adult security is, the better.
- Have volunteers who “work the floor,” keeping an eye out for theft or damage.
- The Creative Fun cases are usually the most popular and need the most attention. The ideal location for the Creative Fun cases are near the check out area, away from the exit.
- If you notice students running around or acting up, don’t hesitate to ask them to leave the book fair.
- Small impulse items should be placed near the registers, where they can be watched.
- When classrooms come to visit, give the students an orientation on book fair behavior. Remind them to:
 - Be careful handling the books. They do not belong to the school, and if they are damaged, the school will be charged for them.
 - Put the books back where they found them.
 - Don’t hide the books or items. If anything sells out, they can place an order for that item.
 - Use clipboards or the manila folders when the students are filling out their wish lists. This will prevent the students from writing directly on top of the books.