

## Use this handy checklist to wrap up your Festival!

### Wrap it up!

- SUBMIT your Student Reorders** throughout your Festival du Livre.  
For detailed instructions, see our tutorial video on Student Reorders: *Commandes prépayées des élèves* available here [www.scholastic.ca/festival/guidesenligne](http://www.scholastic.ca/festival/guidesenligne) (Video in French only).
- 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 Rewards worksheets. \*In-school Festivals only
- Get your Volunteer team ready to pack up your Festival!**

### Pack it up! (in-school Festivals only)

- 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 table covers and book easels to use at your next Festival.**
- KEEP** your Festival du Livre Planner 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 Festival Rewards 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 Rewards you earned! For detailed instructions, see our tutorial video on Rewards Worksheets: *Remplir le formulaire de récompenses* available here [www.scholastic.ca/festival/guidesenligne](http://www.scholastic.ca/festival/guidesenligne) (Video in French only).
- RATE** your experience with Scholastic Festival du Livre by completing the Evaluation in your Online Tools.
- REDEEM** the Rewards you earned using the **Redeem Product Rewards Worksheet**.  
For detailed instructions, see our tutorial video: *Utiliser les récompenses en produits* available here [www.scholastic.ca/festival/guidesenligne](http://www.scholastic.ca/festival/guidesenligne) (Video in French only).
- 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 slips and certificates with payment.
- USE** the Classroom Essentials and Education catalogues and web sites for Reward Redemption products!

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

For Reward orders or to learn more about Education or Classroom Essential products please call us at **1-800-268-3848**