

Festival du Livre *Checklist*



Before you begin!

- Make sure you have confirmed your dates and enrollment/flyer numbers with your consultant.
- Schedule a **B.R.A.V.O. Planning Call** with your Festival Consultant
 - Set dates for Family Events (in-school or virtual) and let parents know to Save-the-Date
 - Ask a Festival Consultant about **Booktalking**

TIP! Create a Festival du Livre folder to store important information.

4 weeks before the Festival: CREATE YOUR PLAN!

- Set a specific **Festival Goal** and create a **Rewards Plan** with a Consultant (see page 4)
- Choose a theme** to make your Festival exciting
- Complete the **Love It or Share It** activity and build your Festival team (see page 5)

TIP! If possible, have a co-chair to help you implement all of your great ideas.

2 weeks before the Festival: TIME FOR ACTION!

- Create **Decorations** and plan for **Contests and Games** (see page 6)
- Discuss duties and availabilities with your volunteers
- Advertise** your Festival dates (see page 7)
- Begin daily **Booktalks** in classes and morning announcements

TIP! Find reviews on the *Featured Books* page on our website.

1 week before the Festival: LAST PREP STEPS!

- Send the **Highlights flyer** and a parent letter home to share your reading and Rewards goals with families
- Schedule **student previews** so classes can tour the Festival and students can fill out their wish lists
- Host a **Teacher Preview** and encourage teachers to fill out their **Liste des souhaits de la classe** and return them to you (see page 6)

TIP! Use the scavenger hunt on our website to make exploring the books more exciting.

Setup day and during the Festival: HERE WE GO!

- Set up cases and/or tables with volunteers
- Set up your **Liste des souhaits de la classe** display in an area that is easily accessible
- Decorate** the Festival and remember to use the **directional arrows** included in your Kick-off Kit
- Have fun** bringing the love of reading to your school

TIP! Share your Festival photos with us by tagging us on social media!

After the Festival: WRAP UP!

- Select the winner of your **Family Event Door Prize** before the end of the Festival
- Go shopping** with your earned Rewards for new books and education resources
- Place **Student Reorders** and submit your **Rewards Worksheet** using the Online Tools

TIP! We can help you plan your Rewards spending! Ask us to connect you with a specialist.

*The En vedette! Au quotidien program is not available in Québec.

**For example, if your goal is to increase a love of reading, your Rewards Plan might be adding graphic novels to classroom libraries or hosting an Author Visit!

***In Québec, volunteers must be at least 13 years old.