

Hello (INSERT SCHOOL NAME) Families!

I am excited to share an upcoming event that promises to be both enjoyable and enriching for our students – our *Ignatius Book Fair*!

The Book Fair will be held from [00/00/00] to [00/00/00] in the [school library].

[Date + Fair Times] Students to shop during the school day

[Date + Fair Times] Parent shopping night for parents and other adults in the community to shop in the evening.

The Ignatius Book Fair will offer an incredible selection of books that inspire, educate, and allow our students to explore great literature. In preparation for the Book Fair there are a few actions that need to be taken.

Next Steps:

Create Your Parent Account: Support our school by shopping on-line before, during and after the fair. Create an account here: [Ignatius Book Fairs](#). Online purchases during the book fair dates receive free shipping to the school.

Volunteers Needed: We have planned several exciting activities, including [author visits, book readings, and themed days] to make the fair even more engaging. Sign up to volunteer at these events here: [SignUp Genius Link](#).

Additional Highlights:

Student Wish List: Students can browse the books and create a Wish List on the first day of the fair. The Wish List will go home for your review. Students will visit the bookfair the following two days and can make purchases from their Wish List.

Teacher Wish List: Our teachers will also create a Wish List to build up their classroom library. Please consider donating by stopping at the Teacher Wish List table at the event and browse their selections online.

Each purchase from the Ignatius Book Fair benefits our school, allowing us to enhance our library resources and reading programs.

Should you have any questions, please do not hesitate to contact the Book Fair Organizer [contact person's name] at [phone number] or [email address]. Thank you for your continued support and involvement in our school activities. We look forward to seeing you at the Ignatius Book Fair and sharing the joy of reading with our students!

Warm regards,

[Principal's Name]

