



INTERNATIONAL DAY

FRIDAY 25TH OCTOBER 2024

Presented by:
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AGENDA

- Welcome
- International Day's Schedule
- Role of Country Ambassador/Lead
- Cultural Performances/Entertainment
- Food & Beverage:
 - Safety Guidelines
 - PTO Supplies
- Country Tables
- Passports & Stamps
- Sponsorships
- Dress Code (optional)
- Health & Safety Guidelines
 - Important Signage
 - Prohibited Items
- Flag Parade
- General Reminders



EVENT'S SCHEDULE

DATE	TIME	ACTIVITY
THURSDAY 24 OCTOBER	11:00AM – 1:00PM	PTO SET UP
	1:00PM – 4:30PM	COUNTRY SET UP
FRIDAY 25 OCTOBER	7:00AM – 8:00AM	COUNTRY SET UP/FOOD DELIVERY
	8:30AM – 2:00PM	CULTURAL CELEBRATIONS



SILVER GYM SCHEDULE

0900 – 0945	Early Years & Year 1
1010 – 1040	Years 12 & 13
1105 – 1130	Years 6 & 7
1130 – 1200	Years 10 & 11
1200 – 1230	Years 8 & 9
1300 - 1330	Years 3 & 4
1330 – 1400	Years 2 & 5



SURVEY FORMS

- Remember there are two (2) survey forms:
 - “Entertainment/Cultural Performances” – Deadline: This Friday (27th)
 - “Flag Parade Sign Up”: Deadline: This Friday (27th)
- “Connect To Your Country” Form



SURVEY RESULTS (OBSERVATIONS)

- **IMPORTANT REMINDERS:**
 - Please ensure that you select your child's form tutor.
 - If your child is included in a cultural performance, kindly ensure that you include his/her name **AND** his/her form teacher. This is required so that your child will be excused from class on the day. Failing to provide this information may result in your child not arriving for his/her performance on time.
 - Flag Parade Sign Ups – your child may not be selected for his country of choice through the random selection process however he/she will be given the opportunity to walk behind the flag.
 - Please be mindful of the deadline dates!



COUNTRY AMBASSADORS

- Persons representing their respective countries as the primary liaison/lead and who will provide confirmation of your country's needs (tables, equipment, etc).
- Will share key information with fellow team members shared by the International Day Committee.
- Will ensure that all team members are involved and will respect each others' opinions or ideas.
- With the help of team members, you will set up and remove all items before the end of day.



CULTURAL PERFORMANCES/ ENTERTAINMENT



ENTERTAINMENT

- To date: **11 entries**
- If you are planning to have cultural performances, please email programs@bishoustonpto.com with the following information:
 - Name of band/group (if available)
 - Number of people (external + students)
 - Estimated Arrival & Departure Times
 - Length of Performance



ENTRY REQUIREMENTS FOR EXTERNAL PERFORMERS

- Each external party must share copy of his/her ID with the Country Ambassador for that specific country.
- Country Ambassador is to send an email to demesa.bailey@houston.nae.school. Please cc programs@houstonpto.com so that we are aware that you have made arrangements with the Director of Security for badges.
- Request for badges must be done no later than 5 days before the actual day of the event.



ENTERTAINMENT REMINDERS

- All external parties **MUST** be escorted at all times, whilst in the school.
- Confirmation must be made that all performers have departed.
- For those performing with music, we will have Bluetooth speakers for you/your band to connect to so please ensure it is loaded onto a device which can connect.
- You will be notified no later than 14 days prior as to when your performance is scheduled so that you may make the necessary arrangements with all parties involved. This is always subject to change.
- NB: If children are involved, it might be worth sending an email to your child's teacher informing him/her of the expected start/end times.



LET'S TALK ABOUT FOOD & BEVERAGE



FOOD & BEVERAGE



- We are a 'NUT-FREE' school. Kindly be mindful of all desserts and/or beverages, which may comprise of nuts.
- Each country **MUST** ensure that you have an Ingredients list adjacent to each dish/beverage that you are serving.



'CHOCKING' HAZARDS



- Please be mindful of foods, which may be considered 'chocking' hazards!



PTO SUPPLIES

We will provide 100% compostable, environmentally friendly plates, bowls, spoons, forks, dessert plates, cups and napkins.





PTO SUPPLIES

- The PTO has limited equipment available on a ‘first-come, first-served’ basis.
- Ambassadors must ensure that this information is included on your form. This will not guarantee your request however it will help us understand your needs. You will be notified prior to the event as to whether the item is available for use.



PTO SUPPLIES

LIST OF ITEMS AVAILABLE FOR SHORT-TERM USE:

- 3 medium coffee urns
- 2 kettles
- 1 blender



PTO SUPPLIES



- An example of the medium coffee urns.



USE OF MICROWAVES

- Countries who may wish to warm food items will have access to microwaves, which will be situated in the PE corridor, just behind the Silver Gym.



COUNTRY TABLES

- Country tables will be assigned based on your needs in the survey forms.
- Countries may be awarded up to 3 tables.
- The PTO will strive to honour your requests however we would like to remind you that the square footage of the Silver Gym remains the same as last year and too, we have the inclusion of new countries signing up to celebrate.
- As was done in the last few years, your Country Table will be assigned on the day.
- A layout/map will be printed and posted on the wall just outside of the Silver Gym by 11:00am on the Thursday prior.



COUNTRY TABLES

- Countries with a small number of students at school:
 - Worried about providing a large amount of food, etc., please note that food is not an essential requirement for the day.
 - Please feel free to set up a table to display artifacts or images from your country and distribute stickers or temporary tattoos.
 - The PTO is currently coordinating with the Head of the CAS Program to encourage as many Y12 students to volunteer to assist you at your tables.
 - Need help on the day? Email us today at programs@bishoustonpto.com.



STAMPS



- The PTO will provide you with kids' stamps so as the students visit your table with their passports, you can stamp that they have visited your country.
- We welcome any country that wishes to purchase customized stamps to reflect their flag or country colours.



PASSPORTS

- Kids will be given a passport upon entry of the Silver Gym.
- They will contain a list of all countries and a small space next to each country for you to affix the stamp.
- Kids usually save their passports for future projects at school, for example, Junior Duke programme or as a memory.
- Ask the kids for their passports! They will be happy to receive a stamp!



OTHER REMINDERS

- Please plan to cover your tables in some way. There will be a limited supply of party tablecloths.
- We will provide 2-3 Chairs per table. If you require additional, please insert into the 'Additional Comments' field.
- The school has a very limited number of trolleys/wagons to help transport your items. If you have a wagon or similar, please bring it along.



SPONSORSHIPS

- **RESTAURANT SPONSORS:**
 - This is definitely possible however restaurant personnel (third party suppliers) will not be permitted on the premises on the day.
 - Your table can however distribute their menus, cards and other promotional materials.
 - The PTO is working on our website and we will display the restaurants' logos on our Sponsors' page if so desired.
 - If you have a sponsor's logo, please email Karen at info@bishoustonpto.com.



DRESS CODE (OPTIONAL)

- Represent your country by dressing in your traditional dress/costume, country team or wear the colours of your home flag as we come together to celebrate our international community.



HEALTH & SAFETY



ELECTRICAL REQUIREMENTS

- Ensure that your survey form is completed in such detail that we understand which items you will be bringing into the school and the expected voltage for each equipment.
- Have a discussion with your team to determine your needs before completing the form.
- Safety is everyone's responsibility!



IMPORTANT SIGNAGE



- Please be aware that we will have young children visiting our tables...be watchful of those little hands!
- Alert the parents and/or teachers!
- They must be positioned in front of all warmers, kettles, urns, plates and other hot surfaces



PROHIBITED ITEMS





OTHER RULES

- Balloons are permitted but may not be filled with helium (escaped balloons trigger the fire alarm).
- No political slogans or images may be displayed at the table.
- Banners, images, artifacts, etc. are all very welcome at your table.
- When playing music, please be aware of the volume and content. Cultural performances will take place at the furthest end of the Silver Gym, so please be aware of this as well.



FLAG PARADE

- To date:
 - - Total Sign-ups: **245 entries**
- This is coordinated by the school; not the PTO.
- Scheduled Start Time: 2:30pm (Astro Turf). Parents are invited to watch from the bleachers. Students are invited to walk with their home country flag.
- Further details to follow. Check your inbox/ weekly newsletter regularly for updates!



DETAILS TO FOLLOW

- Final Assembly's Schedule (Astro Turf)
- Cultural Performances' Schedule
- Food Delivery Drop-off Times & Car Parking
- Map Showing Expected Traffic Flow (Car Park)
- Availability of CAS Students – Understaffed Tables



SAVE THE DATES

- **18th Oct** – Deadline to Submit IDs for External Performers to BISH Security Department.
- **21st Oct** – 2nd Country Ambassador Meeting (BOMA)
- **21st Oct** – Deadline to Submit Sponsors' logos for website.
- **24th Oct** – Country Set Up Commences (1:00-4:30pm)
- **25th Oct** – Country Final Set Up (7:00-8:30am)



REMINDERS

Flag Parade: Please fill out the form fully. We need to know all the student information so they can be called for flag rehearsal.

Country Ambassadors: Send us an email at programs@bishoustonpto.com.

Missing Country? Please email us right away at programs@bishoustonpto.com so that we may connect you with your colleagues.



HOW CAN YOU HELP?

- Volunteer: Join us in organizing and setting up for the event. Your support makes a difference!
- Share Your Culture: Contribute food, artifacts, or performances from your heritage to share with the community!
- Spread the Word: Encourage other families to join us for a day of fun and learning!



Join Us for a Day of Celebration!



Connect with your country team



Sign Up For Flag Parade



Register perform on the day