



# INTERNATIONAL DAY

FRIDAY 25TH OCTOBER 2024

Presented by:  
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# AGENDA

- Welcome
- International Day's Schedule
- Survey Forms & Observations
- Role of Country Ambassador/Lead
- Food & Beverage:
  - Safety Guidelines
  - PTO Supplies
- Health & Safety Guidelines
  - Important Signage
  - Prohibited Items
- Timelines
- Reminders
- Conclusion



# 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 – TBD	CULTURAL CELEBRATIONS



# SURVEY FORMS

- Remember there are three (3) survey forms:
  - “Connect To Your Country” – [Deadline: 13 Sep 2024](#)
  - “Entertainment” – [Deadline: 27 Sep 2024](#)
  - “Flag Parade Sign Up”: [Deadline: 27 Sep 2024](#)



# 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!



# ENTERTAINMENT

If you are planning to have cultural performances, please email [programs@bishoustonpto.com](mailto: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



# 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.



# 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
- 1 large coffee urn
- 2 kettles
- 1 blender
- 1 Beverage dispenser



# PTO SUPPLIES



- An example of the medium coffee urns.



# PTO SUPPLIES



- An example of the large coffee urn



# 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.





# 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 to help transport your items. If you have a wagon or similar, please bring it along.



# 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!



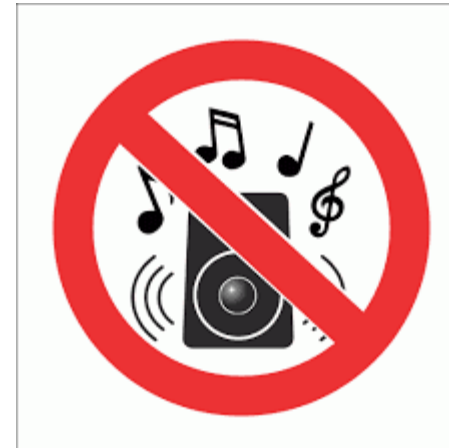
# IMPORTANT SIGNAGE



- 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.





# 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)
- Country Ambassadors' Meeting Schedule
- Availability of CAS Students – Understaffed Tables



# TIMELINES

- 23<sup>RD</sup> Sep – 1<sup>st</sup> Country Ambassador Meeting (Theatre)
- 21<sup>st</sup> Oct – 2<sup>nd</sup> Country Ambassador Meeting (Theatre)
- Week of 15<sup>th</sup> Sep – ‘Table Survey’ forms will be sent to Country Ambassadors.



# 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](mailto:programs@bishoustonpto.com) by 15 Sep 2024.

**Missing Country?** Please email us right away at [programs@bishoustonpto.com](mailto: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