

International Night - Spring

Checklist

- Select Date and have HART Administration approve
**usually it is on Thursday 6-7:30pm; clean up 7:30-8pm*
- Submit SPS request form (City of Stamford permit) – Ask Main office staff for it – complete & submit to Administration for signatures
- Create a flyer (World/International Theme)
- Print tickets for the event (*price \$4.00 - \$5.00*)
- Make and distribute copies of the flyers to the classrooms (add 1 extra for teacher)
- Put up poster(s) to announce the upcoming event near the entrance/exit doors
- Contact the DJ regarding music
- Create - Sign Up Genius/ask for volunteers to help during the event
- Sale tickets /during drop off *8:40-9:15am* or pick up *3:15-3:40pm for a week*
(when selling the tickets ask what country their food will represent, i.e. Mexico, Italy, etc...as we will print “country of origin” labels)
- Prizes (typically 6-8 prizes)
- Buy utensils, cups, plates, napkins, tablecloths, lemonade mix & serving utensils for the “potluck food” being served that night (check PTO closet before purchasing, typically from Costco)
- Decorate Gym (posters & misc. decorations in bin labeled International Night in the PTO closet)
- Two (2) five gallon buckets – 1 for water & 1 for lemonade