

# PTA INTERNATIONAL NIGHT PARTICIPANT INSTRUCTIONS

February 17, 2012, 6:30 pm – 8:30 pm

PTA International Night is almost here! Here is some information that will help you prepare for the event. Please contact us via e-mail or phone if you have any additional questions:

Venus Banta - [Bantafour@verizon.net](mailto:Bantafour@verizon.net) or 703-455-1516  
Bekki Hochbrueckner - [b.hochbrueckner@verizon.net](mailto:b.hochbrueckner@verizon.net) or 703-455-0678  
International Night – [sarintnight@gmail.com](mailto:sarintnight@gmail.com)

## **GENERAL INFORMATION**

**NEW THIS YEAR:** All food sampling and table displays will be in the gym from 6:30 to 7:30. The door to the gym will be closed at 7:30 so your table display will be safe and you can enjoy the performance in the cafeteria which starts at 7:45.

1. If possible, please wear clothing native to the country or state you are representing.
2. You will have one table to set up your display.
3. All food must be eaten in the school gym.
4. Plan to serve individual portions (bite size) for 150 to 200 people (at a minimum). People are only *tasting* your food, so do not worry if you run out of food.
5. **For allergy purposes, please label your food item with its basic ingredients (e.g., milk, eggs, nuts, red dye).**
6. Napkins, forks, bowls, cups and disposable gloves will be provided by the PTA. Try to bring a food item that can be served either on a napkin or in a small bowl.
7. Please bring your own serving utensils.
8. Please bring your own extension cords if you need them.
9. Please consider your food a donation, as the PTA cannot provide any monetary reimbursement.
10. Your child(ren) should stay behind your table as much as possible so that he/she can answer questions.

## **ARRIVAL AND SETUP**

**5:45 - 6:15PM**

1. Arrive at school between 5:45pm and 6:15pm.
2. Check in with a PTA volunteer at the registration table in the lobby.
3. Go to the gym with your food and display items.
4. Choose a table and set up your display, making sure that your country and child(ren)'s name(s) are identified.
5. Put some of your food items out on the napkins or in bowls early to make distribution easier.
6. If all your food gets eaten and you are not displaying anything else at your table, feel free to break down your area, clean up, and enjoy the rest of the evening.

## **CLEANUP AND DEPARTURE**

**8:30 - 9:00 PM**

International Night ends at 8:30pm. All participants need to clean up their area and leave the school by 9:00pm. PTA volunteers will give you cleaning supplies to clean up your table.

*THANK YOU VERY MUCH FOR PARTICIPATING!!!*