

KIS

Events meeting

30.09.2022

ATTENDEES

Liliya, Eliza, Marina, Mia, Tarryn , Jisha, Fatima, Lisa, Benusha, Lily, Tatiana, Aliya and Candice .

Teacher's Appreciation Day 2022

Date: 14 October

Time: 14:00 - 16:00

venue: Collaboration Room

Theme: High Tea

Teachers and Staff attending : 170 pp (Edelweis approx 10)

Catering

General Idea: Each class brings a plate of eats to serve 50 - 70 people, and a buffet is created.

Food Dos and don'ts

- No nuts, pork or alcohol
- No liquids or soups
- Must be easy to serve and transported without mess. Does not need to be reheated.
- finger-food
- Must be brought on disposable dishes if possible
- PTA will bring nice serving dishes from home
- If a class orders food, they must arrange a person responsible for the receiving and distribution of the food (i.e., it cannot all be accepted by school receptionist)

- Food must be brought on Friday morning (between 08:00 and 12:00)

Division allocations

- Early Years: Desserts
- Primary Years: Savory/salty
- Middle years: Fruit, Vegetables and dips
- DP: Desserts
- PTA: Drinks (tea, coffee, cold-drinks)
- Each dish can be accompanied by a note to say who made it/brought it (Eliza will oversee it on the day)

Cutlery and Crockery

- Paper plates and cups available in storage (Tarryn will check napkins)
- Serving trays from canteen
- Thermos with hot water from canteen
- table clothes: buy disposable

Decor

- Autumn theme organized by Candice and Tanya (leaves, pumpkins, etc)
- Each student will make a post-ed (sticky note)/ with a personal message/picture for their teacher (to be done at home)
- Can be larger picture (especially for EYs)
- Post-eds collected by class rep on a confirmed date
- Set up a table at pick-up to remind students to make their post-eds and collect
- Can make garland with larger pictures collected

Entertainment

- Photo booth organized by Liliya
- Lily offered to be photographer to walk around and take photos of the day
- Students will make short videos/photos and send them to Mia (via Google drive). Slideshow will then be compiled to show teachers
- Music played on speakers with playlist (Liliya will organize)

ACTION ITEMS

1. Write letter to parents to explain procedure (who will bring what)
2. Instruct Class reps what their job is:
 - a. organize who is bringing what food
 - b. collect post-eds and pictures
 - c. communicate questions between parents and events committee
3. Liliya: find out about photo booth
4. Tanya and Candice: organize decorations
5. Aliya: find out what can be done at Edelweiss and who can help
6. Set up a table on wednesday 05 October at pick-up time to encourage children to write their post-eds.

Extra notes

Separate meeting between Edelweis reps and Mia will be set up next week. To organise the Teachers Appreciation buffet on their campus