

Global Young Leaders Student Guidelines for Attending WACDFW Programs

BEFORE THE PROGRAM

If you see that you will not be able to attend the day of the event for emergency reasons or you are delayed, please call Jennifer Bowden at 972-355-9499 and leave a message.

COST OF PROGRAMS

1. Students and teachers who are Council members will attend the programs at no additional cost to the student, teacher, or school.
2. Schools may purchase seats or additional seats at the cost of the program.
3. Parents who wish to attend will have to purchase their ticket before the event or at the door if seats are available.

STUDENT PREPARATION FOR THE EVENT

1. Go online dfwworld.org for information regarding the speaker within the calendar page.
2. Prep students on the speaker prior to the event.
3. Students are to prepare a LEGIBLE question on an index card to ask the speaker.
4. LABEL EACH CARD with the student's name, grade and school.
5. Select the BEST student questions and turn them in at the registration table.
6. Each student is to complete the photo release form and get it signed by a parent.

DRESS CODE

Preferred student dress for this event is business, but students will be admitted in business casual. Jeans are not desirable.

PARKING OF SCHOOL BUSES OR SCHOOL VANS

The cost of parking will be paid by the school or school district. The Council is not responsible for parking.

ARRIVAL & EVENT CHECK-IN

1. You will need to arrive at specified registration time so that we may get you seated in a timely fashion.
2. Ask those individuals working the registration table to identify who is in charge of checking in the students. Ask students to remain in a separate place that will not hinder registration at the event.
3. Turn in your student questions and photo releases during registration. You may also scan and e-mail photo releases to Jennifer before the event instead. Ensure that students' names, grade levels and schools are on the question card.
4. Students need to take care of personal needs at this time (restroom, etc.).
5. After you have registered your school, meet your students, distribute name tags if available and proceed with your students to your assigned table.
6. Be seated but do not begin eating until the program begins. (If a meal is served)
7. Your students may bring their cameras, but please do not take photos during the presentation. Photographs before and after are suitable.

DURING THE PROGRAM

CODE OF CONDUCT

1. Conduct that reflects pride in your school and your city is expected.
2. Students are to remain seated during the speech.
3. Students are to be actively listening to speaker...no texting, etc.
4. Pictures may be taken before and after the program. The Council will make every effort to get a picture with your students and the speaker.

TABLE ETIQUETTE (Only those programs listed as a LUNCHEON include a plated meal)

1. Beverages are on the right side or top right of the plate. The coffee cup will normally have your napkin in it on the right. The water and tea will be on the top right of the serving set. Bread is on the left.
2. Put your napkin in your lap when you sit down to begin eating.
3. Pass things to the left if possible; this helps with the flow of food.
4. The silverware will be used from the outside in.
5. When you are finished with a course, please put your fork and knife on your plate. This informs the server that you are finished eating.

AFTER THE PROGRAM

Please require your students to complete the program evaluation given to you at the event. This is VERY HELPFUL AND VERY IMPORTANT information that we pass along to our funders so that there is no cost to students and schools.

We are looking forward to a very successful event.

Thank you!

Jennifer Bowden
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