

**ACTION REQUIRED
by April 20, 2018**

MEMORANDUM

April 5, 2018

TO: ALL Principals

FROM: Melanie Evans-Smith
Director, Academics

SUBJECT: **HISD EDUCATOR OF THE YEAR (EOY) BANQUET TICKETS PURCHASE
INFORMATION AND ROYAL SASH FOR TOY**

CONTACT: TOY@houstonisd.org, 713-556-8815

The Houston ISD recognizes teaching and educator excellence across our District through the HISD Educator of the Year (EOY) banquet. This year's theme is 'A Royal Celebration' and will prove to be a regal and special experience to recognize and celebrate all of HISD's honorees – our 283 campus Teachers of the Year (TOYs), Beginning TOYs, district Librarian of the Year (LOY) nominees, Principals of the Year (POY), and several other special recognitions.

We invite each campus to purchase tickets for your campus TOY and one guest, BTOY honoree and one guest (as applicable), as well as additional tickets for the campus/community team who will attend to support your campus honorees. To provide opportunity for all schools and honorees to participate, schools will be limited in the number of tickets purchased (max 10). The event will honor our educator honorees in an *adults only* evening.

Tickets should be purchased by Friday, April 20, 2018, by submitting the attached EOY Ticket Request form and submitting payment (refer to attached instructions). Also, refer to HoustonISD.org/EOYTickets **for school ticket purchase details along with parking information and hotel reservation options (for May 18-20) to share with the honorees and event guests.**

The fourteen (14) District TOY Finalists and other honoree finalists or winners will receive complimentary tickets issued from Strategic Partnership. All honoree finalists and winners will be notified along with their principals.

We look forward to a great event at the:



**HISD Educator of the Year
'A Royal Celebration'**

Hilton Americas Hotel

1600 Lamar Street (77010)

Friday, May 18, 2018

Reception - 6:00 P.M.

Dinner and Program - 7:00 P.M.

\$65.00 per person

\$650 table of 10

Attire: Royal Best (Semi-formal)

In alignment with the theme of the royal celebration, we invite each school to provide the campus TOY with a royal sash (decorated cloth to drape over-the-shoulder and attach at opposite waist) that they can wear to the event. Be creative and elegant in designing your TOY's royal sash – incorporating school colors, representation of TOY's honor, etc.



Add School name, TOY's name, school year, images, and/or other recognitions.
Include bows, medals, pins, flower or other decorative items.

If you have questions, contact information provided below.

Teachers of the Year, Special Recognitions, or Sash Information	Email: TOY@houstonisd.org Office: 713-556-8815 TOY site and forms – http://goo.gl/D5cSrH
Librarian of the Year	Kallie Benes Office: 713-556-3017 LibraryServices@houstonisd.org
Ann Sledge Instructional Coach Excellence Award	Email: TOY@houstonisd.org Office: 713-556-8815
Celebration of Excellence Event Tickets or MOTE	Strategic Partnerships Jacqueline Snowden (JSNOWDE1@houstonisd.org) 713-556-7200

Attachments

- EOY Ticket Request form
- Transfer of Expenditure (MOTE) request form