



Dear Parent,

- We are pleased to inform that your ward has been selected to participate in the Annual Day Function. You will appreciate that presentation of a cultural programme involving a large number of students requires long practice sessions. The schedule for the final rehearsals on **17.11.2017 and the Annual Day** drawn up is submitted for information of parents.
- On 15.11.17 (Wednesday), 16.11.2017 (Thursday) & 17.11.2017 (Friday) the academics of the school will remain suspended for all Classes. Only the participants will report for rehearsals at 07.50 a.m. and disperse at **03.30 p.m.** Buses will ply on all routes, (Refer to Circular No.56 on school website and respective Class whatsapp groups)
- Kindly note down the schedule for 17 & 18 Nov, 17.

Participants are required to report to their respective green rooms at the beginning of the rehearsals.

DATE / DAY	AM/PM	ITEMS	REPORTING TIME	REHEARSAL TIME ACTION : ITEM INCHARGES	DESCRIPTION
17.11.16 (Friday)	A.M.	School Choir & Orchestra	07.50 A.M.	08.15 a.m. -10.00 a.m. (On stage) 08.00 a.m to 10.00 am (Basement)	<ul style="list-style-type: none"> <li>Participants will be picked up by the School Transport at normal school timings.</li> <li>The dispersal will be at 01.30 p.m. The buses will depart from school at 01.30 p.m.</li> <li>The School band and the Pom-Pom Brigade will not report for the evening rehearsals.</li> <li>Participants of Mughal-e-Azam will stay back in the school till late evening hours.</li> <li>All teacher I/Cs of Mughal –e- Azam, Invocation Dance, Choir and Orchestra to report at sharp 10.00 a.m. on the stage for the rehearsal of Grand Finale.</li> </ul>
		Grand Finale	07.50 A.M	10.00 a.m. to 11.00 a.m. (On Stage)	
		Invocation Dance	07.50 A.M	11.00 a.m -12.30 p.m (On Stage) 08.00 a.m. to 10.00 a.m. (Mont Courtyard)	
		Mughal-e- Azam	07.50 A.M	12.30 - 03.30 p.m (On Stage) 11.00 a.m.– 01.00 p.m (Mont Courtyard)	
		Pom-Pom Brigade	07.50 A.M	08.10 a.m.. onwards Drive Way Passage, Gate-1	
		School Band	07.50 A.M	08.00 A.M. onwards Drive Way Passage, Gate-2	
		Emcees	07.50 A.M	08.00 a.m. onwards Venue - School Library / On stage	
	P.M.	Pre-Primary Item 'Athak Prayas'	01.00 P.M	01.30-3.00 p.m (Mont Courtyard) 03.30 P.M. -06.00 p.m (On stage)	<ul style="list-style-type: none"> <li>For Pre-Primary Item, parents are requested to drop their wards at 1.00 p.m. Students are to carry sufficient tiffin for sustainability.</li> </ul>
	P.M. Rehearsal Under Lights	School Choir & Orchestra	05.00 P.M	06.00-06.45 p.m (On Stage)	<ul style="list-style-type: none"> <li>Participants are required to report at 05.00 p.m. Buses will ply on all routes. Bus Routes alongwith the timings will be uploaded on the school website and will be circulated through whatsapp groups also.</li> </ul>
		Invocation Dance	05.00 P.M	6.45 p.m. to 7.45 p.m. (On stage)	
		Grand Finale	--	07.45 p.m. to 08.30 p.m.	
		Mughal-e- Azam	05.00 P.M	08.30 p.m. onwards (On Stage)	
	<b>Dispersal Schedule.</b> Parents are requested to pick up their wards as per the schedule stated below :				
<ul style="list-style-type: none"> <li>Students of Pre Primary Item will be dispersed at 07.00 p.m. from Gate No.1.</li> <li>Students of School Choir &amp; Orchestra will disperse at 08.30 p.m. from Gate No.2</li> <li>Students of Invocation Dance will disperse at 08.30 p.m. from Gate No.1.</li> <li>Students of Mughal-E-Azam and Emcees will disperse after 09.30 p.m. from Gate No.1</li> <li>Teacher I/Cs will remain at the gate till the last student has been handed over to the parent.</li> </ul>					
18.11.17 (Sat)	P.M	All Groups	01.00 p.m (for students) 12.30 p.m (for teachers)	Annual Day Function Commences at sharp <b>05.30 p.m.</b>	<ul style="list-style-type: none"> <li>All participants except for <b>PRE-PRIMARY CHILDREN</b> will be picked up from their respective stops 05 hrs later than normal bus timings. <u>Pre-Primary children are to be dropped at 01.30 p.m. by their parents.</u></li> </ul>

**DISPERSAL SCHEDULE OF STUDENTS ON 18 NOV, 17**

Parents are requested to pick up their wards as per the schedule given below :

S. NO.	ITEM	CO- ORDINATOR & TEACHER I/CS		GREEN ROOM	ESCAPE ROUTE IN EMERGENCY
01	Emcees	Ms D Kaushal, Ms R Sondhi & Ms Rumpa B & Ms Kamna J		Sr Library	Staircase adjacent to Class-II A
02	Prize Distribution	Ms Abha B, Ms T Khurana & Ms Rani V		Sr Library	
03	School Choir	Mr P Pallavi, Ms S Sengupta & Music Dept.	Ms Priya S Ms Vasundhra J Ms Neerja B & Ms Nandini	XI C, D & XII D	Staircase opp. VPL's office
04	School Orchestra	Mr P Pallavi Mr Tulsiram & Mr Upadhyay	Ms S Renakumar Ms I Mishra & Ms Manisha Arora	XII A, B & C	Staircase opp. Swimming Pool
05	Invocation Dance	Ms Nisha & Mr Swapan	Ms Arpita, Ms Monika P, Ms Anita S, Ms Manisha S, Ms Ruchika K Ms Aastha Ms A Mahendru & Ms A Dhar	III A & V B, C & D	Staircase adjacent to HM (Pr)'s office
06	Pre Primary Presentation	HM (PP), Mr P Pallavi & Ms Kavita	Pre Pri. Dept	PP – I A- F & Dance Room-3	Exit adjacent to Sick Bay
07	Mughal-E-Azam	Enactment Ms U Kumari & Ms Nishi Nigam	Ms K Mendiratta Ms R Gathania	Music Room – 3 (Basement)	Staircase leading to the Car Park area
		Sufi Dance	Ms Saba N Ms S Tyagi & Ms Joshita B	Dance Room - 2	
		Mohe Panghat	Ms Vidhi O Ms Samra R & Ms S Maitra	Music Room 2 & 2	
		Pyar Kiya To	Ms Komal M Ms Poonam S & Ms P Pandey	Tabla Room	
		Qawwali	Ms R Gathania Ms Namrata K	Dance Room - 1	
08	Pom Pom Brigade	Ms D Khanna, Ms V Kaul & Ms P Chand		PP- II A & B	Staircase adjacent to HM (PP)'s office
09	Band	Mr Mohan & Mr Vardhan S		Optional Study Room	Exit adjacent to Class XII B
10	Make Up Room	Ms Deepika A Khan & Ms K Sood, Ms Vaishali M & Ms A Dhar		Sr Maths Lab, III B & C	Staircase adjacent to HM (Pr)'s office

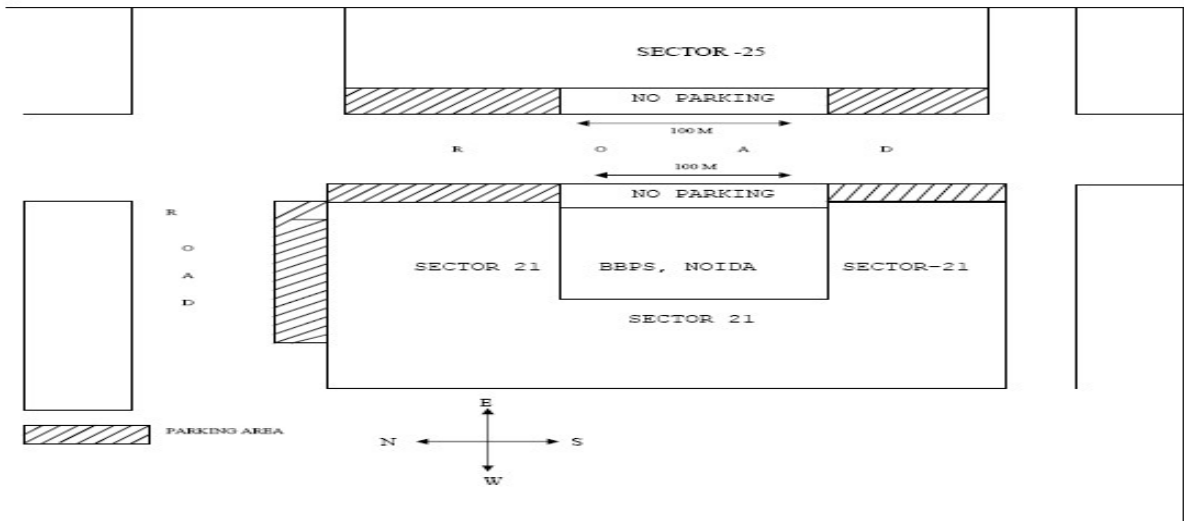
- Participants of the Pre Primary Item and Pom Pom Show and Band will be handed over to the parents after the completion of their respective items from the designated green rooms.
- Parents are requested to be seated throughout the programme. Participating students will be handed over to the parents only after the completion of the function.
- **Neatly packed costumes along with jewellery to be returned to the respective Item I/Cs on 21 Nov, 2017 (Tuesday).**

- **KINDLY DO NOT BOTHER THE SCHOOL STAFF FOR TAKING AWAY YOUR CHILD DURING THE MIDDLE OF THE PROGRAMME.**

**AMENDMENT TO SCHOOL ROUTINE**

- In lieu of Annual Day, the school shall remain closed on 20 Nov, 2017 (Monday).
- The school will revert to normal school routine w.e.f 21 Nov, 2017 (Tuesday).
- **FOR ALL EXAMINATION DATES FOR THE MONTH OF NOV & DEC 2017, KINDLY LOG ON TO OUR SCHOOL WEBSITE.**

**PARKING GUIDE**



**AN APPEAL**

- **Parents are earnestly requested to follow the schedule given above for the smooth conduct of the Final Rehearsals and Annual Day Function.**
- **Your presence till the end of the programme will be appreciated.**

**LOOKING FORWARD TO YOUR ALL TIME SUPPORT FOR GRAND ANNUAL DAY CELEBRATIONS.**

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

VPL, HMs, A,O (via e-mail)  
Website I/C  
Staff Members (via e-mail)  
A Razdan (File)

Copy to :

- School Secretary, SMC
- Chairman, SMC