

ANNUAL DAY (2017-18) **DETAILING OF DUTIES**

- Given under are the duties and responsibilities of Trs and other staff members.

ORGANISING COMMITTEE : **VPL, HMs, A.O., Sports Director & Mr P Pallavi**

S.NO.	ITEM	TIME DURATION (ESTIMATED)	NO.OF PARTICIPANTS (ESTIMATED)	ITEM CO-ORDINATOR	OTHER MEMBERS	SIGNATURE
1	Security	--	--	--	A.O, Ajay Kumar, K Subramanian, D Bist, Tarachand & A Dixit	
2	Traffic Control & Parking	--	--	--	A.O., B B Srivastava A Dixit & all the School Drivers	
3	Pom Pom Brigade Welcome Group (Gate No.1)	--	30	D Khanna, V Kaul & P Chand	Dispersal from the allocated green rooms after the function commences. Post 6.30 p.m	
4	Welcome the VIP Brigade	--	--	Ruby Singh, S Walia	Students Council	
5	School Band (Drive Way towards stage)	5.00 p.m. to 6.00 p.m.	--	HM (Sr), Mohan S & Vardhan S	D Bist, A.O (Gate-I) K Subramanian, A Dixit (Gate-II)	
6	Emcee Mentors	--	14	R Sondhi, D Kaushal Rumpa B & Kamna J	--	
7	Teacher Emcee (for floral felicitations and Special Honours)	07-08 Min	--	Rachna Sondhi, Deepti Kaushal Anjali Sharma, Ruby Singh & S Walia (To join after high tea) <u>Technical Assistance</u> M Gulati & Kamna J	--	
8	School Orchestra <u>DUTIES</u> - Rehearsals, Distribution and collection of Costumes, Green Room Discipline, Snacks Etc.)	08 Min	90 students	P Pallavi, S Sengupta, Tulsiram & V Upadhyay	M Arora S Renakumar, & I Mishra (to join wing duty sharp 04.30 p.m)	
9	Lighting of Lamp / Stuti	02 Min	--	P Chand, P Pallavi & Sumana S	Lamp to be ready in all respects by 4.30 p.m.	
10	Invocation (Primary School Presentation)	09 min	135	Nisha (Main choreographer) Swapan M (Assistance)	Monika P, Anita S, M Sethi, Ruchika K, Astha S, Ilashri, Archana M, Arpita S & A Dhar <u>Technical Assistants</u> Alka R, A Dhar & P Chand	

11	School Choir DUTIES - Rehearsals, Distribution and collection of Costumes, Green Room Discipline, Snacks Etc.)	12-14 Min	118 Students	P Pallavi & Sumana S Technical Assistance Urvashi, Anita P & M Tripathi	Nandini B (to join after high tea) Neerja B, Priya S & Vasundhra J	
12	Pre Primary Presentation	15-16 Min	268 Students	HM (PP), Sheuli G, M Malkoti & P Khanna Technical Assistance Jitendra & Meena	Pre Primary Dept Aayahs	
13 (a)	Principal's Report	20 Min	--	R. Bhattacharya & M Arora Technical Assistance Asha M & M Tripathi	Back Stage : Y R Malik Lights U Verma	
13 (b)	Prize Distribution	25 Min	--	A Bhardwaj, Rani Vaid, T Khurana & Deepali Technical Assistance M Gulati	Dipti Singh	
14.	Mughal-e-Azam DUTIES - Rehearsals, Distribution and collection of Costumes, Make Up, Green Room Discipline, Snacks Etc.)	45 min	148 (Approx)	Enactment U Kumari, Nishi Nigam Dance Directors. Kavita & Swapan Nisha (Assistance)	R Gathania K. Mendiratta	
				Sufi Dance	Saba Naaz, S Tyagi & Joshita B	
				Mohe Panghat	Vidhi O (to join wing duty after 4.30 p.m.), Samra R, & S Maitra	
				Pyar Kiya To	Komal M, Poonam S & Preety P	
				Qawwali	R Gathania, Namrata K & K Shreya (To join after refreshment duty) Vaishali M (To join after make up duty)	
				Technical Assistance Jitendra & Komal M		
15.	Placing of LED Screen on stage	--	--	Yuvraj, U Verma, R K Sikri, Anshul & Prabhat		
16	Presentation on Best Practices			VPL, HMs Technical Assistance Asha M, Meetu T & Ruby S		
17	Credits			HM (Pr), Sharmishtha, Nandini, D Prabhakar (Final list of participation should be handed over to Credit Team by 14 Nov, 17) Technical Assistance Urvashi, Alka & Asha		

Welcome Area

Staff on duty to take up the positions assigned by 4.45 p.m. and continue till the end of the function.

B. B Srivastava (Gate-II)

J.V (Drive Way)

Anshul D, Prabhat K (Swimming Pool)

Basement (Santosh Kumar)

Binu Thomas (Steps towards the Basement)

Ajay Kumar (Patrolling)

16	Horticulture and Arboriculture (Plants to be procured and Placed by the 16 Nov, 2017)			U Verma, Neerja Bhatnagar, P Chand & Aditi G	Badri / Ashok	
17	Rangoli – To be set up on 18.11.17 by 12.00 noon	--	--	Ruby S, Namisha S, Niladri & Neha G		
18	Curtain Call	--	All Annual Day Participants Excluding Pre Primary	VPL, HMs, Swapan & Item ICs		
14	National Anthem	--	--	Sumana & P Pallavi		

SUB COMMITTEES

AREA OF RESPONSIBILITY		MEMBERS	
<u>Prize Committee (Convenor : A Bhardwaj/ T Khurana & Rani Vaid)</u>			
• Writing of Certificates		D Prabhakar, S Maitra, Samra R, M Aggarwal & Nishi Mathur	
• Making of Master Sheet		VPL, HM (Sr) / HM (Pr), Meetu T, Vibha J & Ruby S	
• Procurement of Trophies & Mementos		A Bhardwaj & T Khurana	
• Floral Bouquets & Gifts : Procurement, Presentation and placing of absentees dispatch on school reopening		S Walia, Anjali Sharma, Ruby Singh & S Passi	
• Printing of Certificates		Abha B & T Khurana	
• Green Room duty for the discipline and attendance of awardees		Rani Vaid & Deepali	
<u>Stage (Convenor : Yuvraj Panwar)</u>			
a) Erection of stage		A.O, P Pallavi, Varghese, Niladri, Swapan, D Bist & Tarachand	
b) Tentage (Convenor : A Dixit)		R K sikri, U Verma & M K Mishra	
c) Stage Decoration / Lamp Decoration		Namisha, Niladri, P Chand, K Sood, V Kaul, Anshul, Prabhat, P Khanna & Fine Arts Students	
d) Floral Gate		Ruby S and S Walia	
e) Prop Setting (Convenor : Vibha Jain)		Niladri, Yuvraj, Namisha, K Sood, Prabhat, N Marwah, Deepika, Komal, Rajni, Shriambhra, 07 Lab Attendants, Sohnveer, Kanwarpal, Dinesh Sharma and Item I/Cs	
f) Light /Sound		Pallavi, Kavita, Sumana S, Swapan, Nisha, Yuvraj & Sheuli	
g) Control : Right Wing Left Wing		I Mishra, Anshul D and 04 Class X students Vidhi O, Mukul S and 04 Class IX students	
<u>Illumination of the building and high tea area (Convenor : Umesh Verma)</u>		R K Sikri, Vardhan & K Ramasubramanian	
<u>Seating Arrangement (Convenor : D. Bist)</u>		A.O, Ramesh, Tarachand, M K Mishra, U Verma, Anshul, Rahul S, Vardhan & Anju B (Should be ready by 02.00 p.m. on 18.11.17) A Razdan to provide the VIP seating plan	D Bist, Rahul, Tarachand, Ramesh, (to control the crowds coming infront of the stage)
<u>Invitation (Convenor : A Razdan)</u>			
• Printing of Cards		PPL / A Razdan	
• Distribution : VIP	→	A Razdan	
	→	Anjali S, Namrata, Mukul	
<u>Reception Committee (Convenor : Ruby Singh)</u>			
• Sprucing up / Decoration		Neha G, Namisha, V Kaul, K Sood	
• Tilak Ceremony for dignitaries		Ruby Singh & Student Council	

• Uploading of PPL's Report on website	Rumpa, M Arora, Jitendra Pant (latest by 07 Nov 17)		
• Preparation of VIP folders	Namisha, Niladri & Fine Arts Students & Prop Team		
• Distribution of VIP folders	Anjali S, Ruby S & S Walia		
• Synopsis of the Programme	D Kaushal & M Arora		

<u>Hospitality (Convenor : Richa Mohan)</u>	Catering to be outsourced by Neha G		
a) High Tea	Supervision of Cooking : Neha & Richa		
	Supervision of delivery of food items to the venue Aditi G & Anjali S		
	Serving : Nandini, Aditi, Kamna, Rumpa B, S Walia, Anjali S & Vibha J	Dinesh Sharma Kamleshwari	
	Winding up of High Tea Area : N. Gupta & Richa M	Yogender, Naveen	
b) VIPs during the programme	Aditi, Neha G, Richa M & Anjali S	Dinesh Sharma Kamleshwari Leela	
c) VIP Dinner	Neha G, Richa M, Anjali S, Aditi G	Dinesh Sharma Kamleshwari Leela	
<u>Children Food Packets (Convenor : K Shreya)</u>	N Marwah, Neeru S & Rani Negi Deepak, Sunder, Ompal & Debraj (for distribution) (Item I/Cs are required to ensure the distribution of Food packets to the participants)	--	
d) Arranging of food stall	Neha G & Deepak Rana	--	

<u>Recording (VPL, HM-Sr & HM-Pr, HM-PP)</u>		--	
a) Booking of studio	P Pallavi, S Sengupta & Respective HMs		
b) Recording of tracks	Item In-charges		
c) Arranging Musicians, if needed	P Pallavi		
<u>Green Room Control (Convenor : A Panda)</u>	Namrata K, A Bhatnagar, N Mankani, Manish S, Joshita	--	
<u>Prop I/C (Convenor : Vibha Jain) (K Sood – Pre Primary)</u>	Niladri, Yuvraj, Namisha, K Sood, N Marwah, Deepika, Komal M, Rajni G, Shriambhra, Anshul, Prabhat, Anju B, Sania Taak, 07 Lab Attendants, Pre Pri Staff, Kanwarpal, Sohnavir, Badri, Ashok Kumar Rajesh Dorji, Vinod Bharat)	--	
<u>Press & Publicity and Invite to Press (Convenor : Ms Rumpa B)</u> The first draft of press release to be ready by 16.11.17	Deepa P (English Dailies) U Kumari (Hindi Dailies)	--	
<u>Make up (Convenor: Deepika A K)</u> Duty Area : Compilation of the entire list & forwarding the same to artist. Cease action : 16.11.17	Vaishali M, A Dhar, K Sood, Kavita, Nisha, Swapan, M Sethi, Komal, Manju M & Rajni G	--	
<u>Post Programme Costume Arrangement / Storing (Convenors : K Pandey, K Sood & Nisha)</u>	Respective Item coordinators S Tyagi, Vaishali M & Sumana S	--	
<u>Photography / Videography</u>	M Gulati, Yuvraj & Swapan	--	

Winding up	VPL, HMs, A.O. Ajay Kumar, J Varghese and Item I/Cs	<u>Basement :</u> R.K. Sikri, Anshul, Prabhat & Ramesh Chand <u>Ground Floor :</u> U Verma, Vardhan <u>First Floor :</u> Manish, Tarachand <u>Second Floor :</u> Dinesh B, Rahul <u>Third Floor :</u> B B Srivastav, Dinesh <u>Stage Area :</u> Niladri, Yuvraj, Harinder & R. Negi	
First Aid	Staff Nurse, Binu		
Rest Room Maintenance Supervision	Binu Thomas, Santhosh Kumar	Safai Karamcharis to be deputed as per duty area	
Fire works	D Bist, and Coaches		
Team for Fumigation	A.O, and A Dixit		

- Mrs. Anjuni Razdan and Mr. Yog Raj Malik will remain available to the Principal during the entire duration of Annual Day. They are to deploy 02 peons as runners (Mr. Sonveer and Mr. Kanwar Pal) Mr Yog Raj Malik shall handle the placing of Hard copy of the Annual Report on the Dias. Ms. Binu Baby along with Ms Deepa P and Ms M Ghosh will be posted near the Conference Room and Reception area for making the VIP's comfortable.
- **Bus Routine.** Requirement of skeletal route on days and timings are to be projected to Transport I/C at least 48 hrs in advance.
- **TEACHERS ASSISTING ITEM CO-ORDINATORS WILL WORK ON COSTUMES, STAGE PROPS AND SHALL MAKE THEMSELVES AVAILABLE DURING REHEARSAL AS AND WHEN DESIRED BY THE ITEM CO-ORDINATORS.**
- Trs. assisting an item alongwith the item co-ordinator and 2 support staff members as nominated by VPL, HM (Sr) & HM (Pr), are to ensure that all hired costumes/props etc used for the item are counted, verified, neatly stacked and stored after the function gets over.

AWAITING A SPECTACULAR SHOW!

Note : Please prefix Mrs /Ms and Mr before your name, please)

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution:

VPL, HMs, A.O. (via e-mail)
Transport I/C, Staff Room 1, 2 & 3
A Razdan (File), Website
Staff (via e-mail)