



Bal Bharati PUBLIC SCHOOL

Sector – 21, Noida
Phone : 0120-2534064, 2538533 / e-mail : bbpsnd@yahoo.co.in
Website : http : www/bbpsnoida.com

ION/31/2017-18

Date : 27 Dec, 2017

FAREWELL PARTY

Date : 27 Dec, 2017 (Wednesday) **Time** : 01.00 to 04.00 p.m
Venue : School Ground

Official Hosts :	XI A – Ms Vibha Jain	XI B – Ms Raj Sikri
	XI C – Ms Anita Panda	XI D – Ms R. Bhattacharyya

Following Staff Members are to assist preparations.

- Collection of Money : Respective Class Teachers of Cl XI @ 1000/- per child.
 - Treasurer : Ms Rumpa Bhattacharyya, Ms R. Sikri
 - e -Invites (PPL, VPL, HMs, School Secretary, Teachers and Students) : Ms M. Tripathi and Mr Niladri
- SETTING UP OF VENUE**
 - Seating : Mr R K Sikri, Mr D Bist Mr. Manish Lab Attendants and support staff
 - Sprucing of the lawns & decoration : Mr Yuvraj, Mr Niladri and Ms Ruby Singh
 - Banners /Backdrops : Mr Yuvraj, Mr Niladri
 - Putting up of potted plants and balloons : Ms Rani Vaid, Ms Neha
 - Student L.Os : Ms Vibha Jain
- HOSTING OF LUNCH**
 - Venue : Basketball Court
 - Hiring of Caterer / Menu for lunch : Ms Anita Panda, Ms. Neha Gupta
 - Setting up of the venue : Mr V. Jain, Mr. Manish
- CULTURAL PROGRAMME**
 - Ushering in Class XII : Ms Anita Panda, Ms. Rumpa Bhattacharyya
 - DJ : **Mr P Pallavi & Ms Vibha Jain**
 - Emcee for the day (Teacher Mentor) : Ms Rumpa B

For Master/ Miss BBPS & other titles

- Sashes : Ms. Neha, Mr Niladri
- Crowns : Ms S Walia
- Bouquets : Ms Ruby Singh
- Mementos : Ms. Anjali S
- Mementos packing and distribution
- Cultural Programme : Mr P Pallavi, Ms. Kavita Pandey and Ms A. Gaur
- Master & Miss BBPS : Ms R. Sondhi and Ms S. Walia
- Mementos Packing & Distribution : Ms. Anjali Ms Neha Gupta
- Special Title Awards : Ms R. Bhattacharyya, Ms. A. Panda
- Dispersal : Mr D Bist, A.O. MsAnjali Sharma, Ms. S. Walia
- Winding.up : Ms. A. Panda, Ms. V. Jain, Ms. R. Bhattacharyya, Mr R K Sikri, Mr Manish, E.O. & Support Staff
- Press Release : Ms Rumpa B and Mr. Niladri
- Photography : Mr Yuvraj

DRESS CODE

- For Cl XI : Boys : Formal / Indian Girls : Suit
- For Cl XII : Boys : Formal / Indian Girls : Saree / Suit / Western outfit
(Backless Cholis and low waist sarees are not be permitted.
Class Teachers to educate girls)
- Genset : If the main supply of current is not available, Genset to be switched on by A.O. through electrician

CLASS TEACHERS OF CL XII ARE REQUESTED TO ENSURE THAT IN THE NAME OF CONTINUATION PARTY, CHILDREN DO NOT BEFOOL THEIR PARENTS.

THE SCHOOL ISSUES A STRICT ADVISORY AGAINST CONTINUATION PARTY POST THE FAREWELL PARTY ON 27 DEC, 2017. PARENTS ARE REQUESTED TO MAKE A NOTE OF THIS.

ACTION : VPL (SMS TO GO TO THE PARENTS OF CLASS XII)

OVERALL SUPERVISION : VPL / HM (SR) / A.O

Asha Prabhakar
(Principal)

Distribution

VPL, HM (Sr), HM (Pr), HM (Mont), A.O. (via e-mail)
Staff (via e-mail)
Mr J M Pant (Website)
Mrs A Razdan (File)

स्वच्छ भारत
एक कदम स्वच्छता की ओर