

SPRING FEST – 2017-18

- The above event will be held in the school ground at 09.00 a.m. on 24 Feb, 18 (Saturday). Children from Pre Primary-I upto Class IV will participate in the event. Instructions regarding various duties connected with the event are given in the succeeding paragraphs:

Admin Arrangements (Sl's 1 to 16) Overall-in-charge : **HM (Pr), HM (PP), Sports Director & Mr D Bist**

S.NO.	ITEM	ACTION
1.	Ground Preparation and Area Cleaning	A.O. / E.O / Mr D Bist / Ms R Negi
2.	<u>Seating Arrangement</u> . For approx. 1000 guests, to be made in Blocks I, II and III	A.O. /E.O. Mr K Ramasubramanian / D Bist, Mr Sikhri, Mr Preeti P, Ms Abha B, Mr Anshul
3.	Felicitations- Florals & Gifts Memento for the Chief Guest	Ms P Khanna / Ms Sharmishtha C, Ms S Walia
4.	Drinking Water Arrangement	Ms Nishi Mathur, Ms Neha G
5.	<u>VIP Enclosure</u> . Setting Up	HMs / Mr Yuvraj, Ms Richa M, Ms P Khanna, Ms Abha B, Ms Aditi G, Ms Saba Naaz
6.	Ground Marking. (To be completed by 23 Feb, 18)	Mr D Bist, R Negi, Mr Vardhan, Mr Ramesh, Mr Anshul, Ms Monika P, Mr Prabhat, Ms Priya S, Ms Nitika M, Ms Neeru S, Ms Meena A
7.	Tentage	A.O., HMs, Ms R Gupta, Ms S Ghosh
8.	<u>P.A.System</u> . To be hired for 2 days on 23 and 24 Feb, 18. Placement of loud speakers and mikes are to be finalized in consultation with the system provider.	Mr P Pallavi / Ms Sumana S / Mr Tulsiram
9.	<u>Ushering Duties</u> . Following will be the Trs-in-charge for ushering to areas.	(i) For Chief Guest /VIPs :Ms Richa M, Ms S Walia (ii) For Block – I -Ms Parimeeta K, Ms K Shreya (iii) For Block – II Ms Saba N, Ms Anjali S
10.	Car Parking / Crowd Control at Entrance Gate	Mr A Dixit, Mr B B Srivastava
11.	<u>Announcement</u> - 1 girl and 1 boy each from Primary wing are to be prepared for announcement	Ms D Prabhakar, Ms Manami G, Ms P Chand, Ms M Arora
12.	<u>Circular – Draft, Printing & Distribution</u> (CI Trs are to co-ordinate sending of Circular to the parents)	HM (Pr), HM (PP), Ms Sharmishtha C, Ms Manami G, Ms Monika P
13.	<u>Invitation</u> Designing of Invitation Card (by 05 Feb, 18) Printing of Invitation Card (by 13 Feb, 18) Distribution of Invitation Cards (by 16 Feb, 18) <ul style="list-style-type: none"> • Parents • VIP Invitation/VIP Folder 	Ms Alka R, Ms P Chand Ms Deepa K, Ms Mukul S Ms Mukul S, Ms Meena A Ms Niladri, Ms Namisha, Ms Aayesha K, Ms V Khurana, Ms Vasundhara J, Ms K Sood
14.	<u>Refreshment</u> - Guests	Ms Neha G, Ms Richa M
15.	Press Release	Ms D Prabhakar, Ms M Aggarwal
16.	<u>Final Rehearsal</u> . A full sequential real time rehearsal will be held at 09.30 a.m. on 23 Feb, 18. Ground marking to be done on 22 Feb, 18	Action : HMs / Sports Dept.
17.	<u>Immediate Medical Care</u>	Staff Nurse, Ms Vidhi O & School Doctor
18.	<u>Ground Decoration & Props</u>	Overall-in-charge : Mr Yuvraj, Mr Niladri, Ms Members : Ms Namisha S, Ms Illashree, Ms Vasundhara J, Ms V Khurana, Ms Neeru S
19.	<u>Costumes</u>	Ms Kavita P, Ms Kuldeep S, Ms M Sethi, Ms R Khanna, Ms Nitika M, Ms Monika P, Ms P Chand, Mr D Bisht,
20.	<u>Props for Drills – Procurement and Distribution</u> <u>Yoga Mats - Procurement and Distribution</u>	Convenor : Mr D Bisht Ms P Khanna, Ms S Ghosh, Ms A Dhar, Ms Monika P, Ms Priya S, Ms P Chand, Ms Manju M, Ms Illashree, Ms M Sethi Mr D Bisht, Ms A Dhar, Mr Vardhan
21.	<u>Medals & Trophies</u>	Mr D Bisht, Ms Monika P, Ms Priya S, Ms Neeru S
21.	<u>Photography</u>	Mr Yuvraj, Ms Meenakshi G

Programme Presentation (Not in sequence) SIs 17 to 30			Overall-in-charge : Respective Item Incharges
S NO.	ITEM	CLASS	TR-IN-CHARGE
17.	Welcome Song	--	Mr P Pallavi, Ms S Sengupta, Mr Tulsiram, Ms Deepali, Ms Aastha S
18.	March Past and Oath Taking Ceremony	--	Mr D Bist, R Negi, Mr Mohan, Ms P Chand, Mr Ramesh
19.	'Colours of Life'	PP-1 & PP-II	Mr Swapan M, Ms Manju M, Ms Neeru S, Ms Nitika M, Ms Parimeeta K, Ms Ruchika G, Ms Aayesha K, Ms Tushar M, Ms Kanika B
20.	Races (Cat-1) 100 mt Flat Race 100 m Flat Race 400 m Relay Race Hurdle Race	Cl - III (Boys) Cl - IV (Girls) Cl - IV (Boys) Cl - III (Girls)	Ms Ilashree, Ms Anju B, Ms Anita S Ms Priya S, Mr Prabhat, Ms Manu, Ms Archana M Ms Priya S, Mr Prabhat, Ms Manu, Ms Archana M Ms Ilashree, Ms Anju B, Ms Anita S
21.	Drills	PP- 1 & 2	Ms Meena A, Ms Vi bha K, Ms Manami G, Ms Sheuli G, Ms Kuldeep Sood, Ms Shalini K
22.	Races (Cat-2) 100 m Flat Race Relay Race 100 m Flat Race Hurdle Race	Cl - IV (Boys) Cl - III (Girls) Cl - III (Girls) Cl - IV (Boys)	Ms Priya S, Mr Prabhat, Ms Mannu, Ms Archana M Ms Ilashree, Ms Anju B, Ms Anita S Ms Ilashree, Ms Anju B, Ms Anita S Ms Priya S, Mr Prabhat, Ms Manu, Ms Archana M
23.	Drill	Classes I & II	Ms Rani N, Ms Mukul S, Ms Arpita S, Ms Anita S, Ms Ishita, Ms Vasundhara J, Ms V Kaul, Ms Monika P, Ms Deepa P
24.	Races (Cat-3) Honey Bee and flower Race Tricycle Race Tea Bagaan Race Obstacle Race	PP-1 (Girls) PP - 1 (Boys) PP-2 (Girls) PP-2 (Boys)	Ms Nitika M, Ms Meena A, Ms Shalini K Ms Nitika M, Ms Meena A, Ms Shalini K Ms Aayesha K, Ms Manju M, Ms Tushar M Ms Aayesha K, Ms Manju M, Ms Tushar M
23.	Dance Drill	III - IV	Ms Nisha, Ms K Pandey, Ms Illashree, Ms M Sethi, Mr Prabhat, Ms Priya S, Ms Manu
24.	Races (Cat-4) School of Fish Race Palace on wheels Race Dress My Partner Race	Cl - I (Boys / Girls) Class-II (Girls/Boys) Class-I (Girls/Boys)	Ms V Kaul, Ms Asha, Ms Vasundhara J Ms Deepali, Ms Arpita S, Ms Namisha s, Ms Ishita Ms V Kaul, Ms Asha, Ms Vasundhara J
25.	Yog - A Synergy & Pyramid Formation	Cl - III - V	Ms A Dhar, Ms R Negi, Mr Vardhan
26.	Races (Cat - 5) Kalbelia Tribe Race Hurdle Race	Cl - II (Boys / Girls) Cl - III (Boys)	Ms Deepali, Ms Arpita S, Ms Namisha s, Ms Ishita Ms Ilashree, Ms Anju B, Ms Anita S
27.	Tug of War	PP-1 Parents (2018-19) V/s PP-1 Parents (2017-18)	Ms Aayesha K, Ms Shalini K, Ms R Gupta Ms Sheuli G, Ms Manju M
28.	Prize Distribution	--	Overall I/Cs : Ms Deepa Khanna, - Ms Abha B

Officials for various athletic events are as follows:

- | | | | |
|-------|----------------------------------|---|--|
| (i) | Starter | : | Ms D Bisht, Mr Tarachand, Mr Ramesh |
| (ii) | Finishing Judges | : | Ms Rani N, Mr Vardhan, Mr Mohan |
| (iii) | Recorders | : | Ms Ruchika G, Ms Ruchika K, Ms Vaishali M |
| (iv) | Discipline (For Athletic Events) | : | Ms R Negi, Ms A Dhar, Mr D Bist, Ms Anju B, Ms Manisha S |
| (v) | Cones & Markings | : | Ms R Negi, Ms S Sengupta, Ms Neeru S, Ms Nitika M,
Lab Attendants, Badri Dutt |
| (vi) | Victory Stand | : | Mr Niladri, Ms Rajni G |

Prize Distribution

Awarding of Medal : Ms Archana D, Ms M Sethi, Ms Sharmishtha C, Ms K Sood

Staff on Duty

Incharge Balloons	:	Ms Komal M, Debraj Biswas, Ompal Singh
Incharge Sports Equipment	:	Mr Vardhan, Mr Tarachand, Dinesh Sharma
Placing of Victory Stand	:	Dipti Singh, Harinder, Deepak Rana
Ground Cleaning	:	Pramod, Dheer Singh & Outsourced Staff

• It goes without saying that the Spring Fest is an important school event which would be attended by a large body of parents and other guests and we will be expected to perform to their entire satisfaction. Though the duty list has been promulgated the school expects every member of staff to reach out beyond the call of prescribed duties and extend all possible help as demanded by immediate situations.

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

VPL, HMs, A.O., E.O.
Phy Edn Trs, House Warden
Staff, Website, File