



## ANNUAL DAY (2016-17)

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

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

### PROGRAMME

S.NO.	ITEM	TIME DURATION (ESTIMATED)	NO.OF PARTICIPANTS (ESTIMATED)	ITEM CO-ORDINATOR
1	Floral Felicitations / Teacher Emcee	--	--	MS D KAUSHAL, HM (PR), MS ANJALI S, MS S WALIA & MS RUBY SINGH
2	Lighting of Lamp / Stuti	03 Min	--	MS P CHAND, MS SUMANA S & MR P PALLAVI
3	Orchestra	10 Min	120 Students (Approx)	MR TULSIRAM, MR V P UPADHYAY, MS P CHAND, MS RASHMI A, MS CHANDRIKA, MS S RENAKUMAR & MS ARUNA SHARMA <b>TECHNICAL ASSISTANCE :</b> MS M GULATI & MR J M PANT
4	School Choir	15 Min	150 Students (Approx)	MR P PALLAVI, MS SUMANA S, MS M ARORA, MS P SHARMA, MS N MARWAH, MS N KAUSHIK & MS S MAITRA <b>TECHNICAL ASSISTANCE :</b> MS M GULATI & MR J M PANT
5.	Montessori Presentation	15 Min	230 Students (Approx)	MS S PASSI, MONT DEPT & MS SUMANA <b>TECHNICAL ASSISTANCE :</b> MR J M PANT
6(a)	Principal's Report	} 35-40 Min (approx)	--	PPL, MS A MENON, MS M TRIPATHI
6(b)	Prize Distribution		--	MS A BHARDWAJ, MS T KHURANA & MS K SHREYA MR DIPTI SINGH TO ASSIST <b>TECHNICAL ASSISTANCE :</b> MS ASHA M & MS MEETU T
7.	Rani Padmavati	40 Min	210 Students	MS UMESH KUMARI, MS NISHI N, MS KAVITA, MR SWAPAN & MS NISHA <b>TECHNICAL ASSISTANCE :</b> MS NALIN A
	(a) Mukhota Dance	3 Min	32 Students	MS D MEHRA, MS KOMAL & MS SAMRA
	(b) Charri, Ghoomar, Kacchi Ghodi Dance	3 Min	46 Students	MS V OBEROI, MS SABA NAAZ, MS M SETHI MS S TYAGI & MS KASHNI K
	(c) Raag Madmad Sarang - Dance	3 Min	25 Students	MS ARCHANA D & MS DEBASREE N
	(d) Raag Malkaus -Dance	3 Min	27 Students	MS ANJU B & MS KALYANI V
	(e) Battle Scene-I	3 Min	50 Students	MS DEEPTI SHARMA & MS KAMNA J
	(f) Battle Scene-II	3 Min		MS INDULA M & MS RAJNI G
8.	School Band	--	--	HM (SR), MR D BIST, MR MOHAN & S MAITRA
9.	Emcee Mentors	--	--	MS R SONDHI, MS RUMPA B & MS DEEPA P
10.	National Anthem	--	--	MR P PALLAVI

### B. SUB COMMITTEES

AREA OF RESPONSIBILITY	MEMBERS
<b><u>Prize Distribution Committee</u></b> <b>(Convenor : Ms A Bhardwaj &amp; Ms T Khurana)</b> <b><u>Overall I/C : Ms Rachna Sondhi</u></b> a) Filling of Certificates b) Making of Master Sheet c) Procurement of Trophies & Mementos d) Printing of Certificates	Ms D Prabhakar, Ms S Rehman & Ms M Aggarwal VPL, HM (Sr) / HM (Pr) / Exam Cell Ms A Bhardwaj, Ms Kritika Shreya & Ms T Khurana Ms A Bhardwaj & Ms T Khurana
<b><u>Stage &amp; Tentage (Convenor : Raj Kumar Sikri)</u></b> <b><u>Co-convenors : Mr U Verma &amp; Mr Pushpender</u></b> a) Erection of stage / Seating / lighting of lawns, buildings b) Stage Decoration / Lamp Decoration  c) Floral Gates (4) d) Light /Sound e) LCD Projector with Projection Screen f) Control : Right Wing Left Wing	A.O, Mr Yuvraj, Mr Niladri & Mr D Bist  Ms Ruby S, Mr Yuvraj, Mr Niladri, Ms P Chand, Ms S Taak, Ms Rashmi A, Ms Vasundhra, Ms VSharma & Fine Arts Students Ms Nandini B, Ms Deepika N, Ms Ruchika K & Ms Neeru S Mr P Pallavi, Ms Sumana S, Mr Swapan & Ms Sheuli  Mr J Pant & Mr U Verma  Ms I Mishra & Ms M Arora Ms V Oberoi & M Srivastava
<b><u>Seating Arrangement (Convenor : D Bist)</u></b>	A.O, Mr Ramesh, Mr Tarachand & Mr U Verma
<b><u>Illumination of the Building and High Tea Area</u></b> <b>Convenor : Umesh Verma</b>	Mr Pushpender & Mr R K Sikri. Ms P Chand to supervise the labour of Khullar Tent House
<b><u>High Tea Area : Convenor : VPL</u></b>	Ms Anjali S, Ms Richa M & Ms Nandini B

<b><u>Invitation (Convenor : A Razdan)</u></b> • <b>Printing of Cards</b> • <b>Distribution : VIP Brigade Parents &amp; Staff</b>	PPL / Ms A Razdan Ms A Razdan Ms Subha R, Ms Namrata K, Ms Anju B, Ms Neeta M, Ms N Mathur & Ms Manju M
<b><u>Reception Committee (Convenor : Ruby Singh)</u></b> • Sprucing up / Decoration  • Liaison Officer • Tilak Ceremony for dignitaries • Uploading of PPL's Report on website • Distribution of VIP folders  • Synopsis of the Programme	Ms Monika P, Ms Ruchika K, Ms V Kaul, Ms K Sood, Ms Ruchika G & Ms S Taak <u>To be announced at a later date</u> Ms Ruby Singh, Ms D Prabhakar & Student Council Ms Rumpa B & Mr J M pant (latest by 10 Nov, 2016) Ms Anjali S, Ms Shally W, Ms Neerja B, Ms Ruby S & Ms Kamna J Ms Poonam S & Ms M Arora (Under the supervision of Ms D Kaushal)
<b><u>Hospitality (Convenor : Ms Richa Mohan)</u></b> a) Guests on arrival – High Tea b) Serving of snacks to VIPs during the show c) Student Refreshment / Staff Refreshment On the Dress Rehearsal and Final Day (Arranging of Food Stall and distribution of Food Packets)	Ms N Gupta, Ms M Gulati, Ms Aruna S, Ms Aditi G, Ms M Gulati, Ms N Anju, Ms Nandini B, Ms Deepika N, Ms Ruchika K & 20 Students of H.Sc Dept to assist  Ms K Shreya, Ms Arpita, Ms Deepika M, Mr Deepak, Mr Sunder, Mr Ompal & Mr Debraj
<b><u>Mementos for the C.G and Gifts for the VIPs</u></b> <b>Convenor : HM (Mont)</b>	Ms A Panda, Ms S Walia, Ms N Bhatnagar, Ms Anjali S, Ms K Joshi & Ms Parimeeta K (This includes procuring and packing of the gifts)
<b><u>Recording (HM-Sr &amp; HM-Mont)</u></b> a) Booking of studio b) Recording of tracks c) Arranging Musicians, if needed	Mr P Pallavi, Mr Tulsiram & Ms S Sengupta Mr Swapan, Ms K Pandey, Ms D Prabhakar & Ms Sheuli Mr P Pallavi, Mr Tulsiram & Mr Swapan (Convenors are requested not to exceed the budget)
<b><u>Make Up Committee : Convenor : Ms K Pandey</u></b>	Ms K Sood, Ms Ruchika K, Ms Komal M, Ms Vaishali M, Ms Shikha G & Ms Rajni G
<b><u>Costume Committee : Convenor : Ms S Tyagi</u></b> <b>Coordination of costumes for items at Sl.No.3,4,5 &amp; 7</b>	Ms Ruby S (Sr Secondary), Ms K Sood (Mont), Ms Mukul S & Ms D Mehra (Primary) & Ms Vaishali M (Middle)
<b><u>Green Room Control : Convenor : Ms A Panda</u></b>	Ms Namrata K, Ms D Khanna, Ms Aruna S, Ms Deepika M, Ms M Sethi, Ms Deepti S, Ms Anju B, Ms Nishi N, Ms Shikha G & Ms N Mankani
<b><u>Props : Convenor : Vibha Jain</u></b>	Mr Yuvraj, Mr Niladri, Ms S Taak, Ms Rani V, Ms Vibha S, Ms Vasundhra, Ms K Sood, 08 Lab Attendants, Mr Dinesh Sharma, Mr Sohnveer & Mr Kanwarpal
<b><u>Press, Publicity &amp; Invite to Press :</u></b> <b>Convenor : Ms Rumpa B</b> (To be released and handed over to the Press on 20.11.2016)	Ms Deepa P (TOI) & (HT) Ms Rajni G (Hindi Dailies)
<b><u>Post Programme Costume Arrangement / Storing</u></b>	Respective Item Co-ordinators
<b><u>Photography / Videography</u></b>	Ms M Gulati & Mr Yuvraj
<b><u>Security</u></b>	A.O., D Bist, & Mr B B Srivastava
<b><u>Parking, Traffic Control</u></b>	A.O., D Bist & Mr B B Srivastava
<b><u>Winding up</u></b>	VPL, A.O., Mr J Varghese and Item I/Cs
<b><u>First Aid</u></b>	School Doctor & Staff Nurse
<b><u>Transport : Convenor : Mr B B Srivastava</u></b>	Mr U Verma, Ms Mukul S, Ms Vaishali S & Ms Debasree
<b><u>Discipline : Convenor : Mr D Bist</u></b>	Ms Rani N, Mr Ramesh, Mr Tarachand & Ms Chandrika

- **Preparatory Work**. It can be well appreciated that the cardinal principle for presenting a high quality programme is a well planned strategy, silk smooth co-ordination, sound preparation & effective implementation. And, of course, that extra bit of work going beyond school hours. It needs no mention that in a school the scope of trade off between academics and other activities is quite limited and all involved in presenting the Annual Day would appreciate this constraint. It is, therefore, expected that item co-ordinators and the Trs assisting them and other supporting Trs as would be nominated by the PPL will make liberal use of time outside school hours.

- **Rehearsals**. Item coordinators & teachers assisting them and the concerned staff are to note that the rehearsals will be held as per the ION No. 25/2015-16 dated 26 Sep, 16.

- **Bus Routine**. Requirement of skeletal route on days and timings are to be projected to Transport Committee at least 48 h 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 & HMs 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 !**

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत  
एक कदम स्वच्छता की ओर

**Distribution:**  
VPL, HM (Sr), HM (Pr), HM (Mont), A.O. (via e-mail)  
Transport I/C, A Razdan (File)  
Staff (via e-mail)