

ANNUAL DAY & PRIZE DISTRIBUTION FUNCTION – 2017-18

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

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

PROGRAMME

S.NO.	ITEM	TIME DURATION (ESTIMATED)	NO.OF PARTICIPANTS (ESTIMATED)	ITEM CO-ORDINATOR
1	Floral Felicitations / Teacher Emcee	--	--	MS RACHNA SONDHI & MS KAMNA JOSHI, MS S WALIA, MS NEERJA B & MS RUBY SINGH
2	Lighting of Lamp / Stuti	03 Min	--	MS P CHAND, MS SUMANA S & MR P PALLAVI
3	Confluence	10 Min	200 Students (Approx)	MR P PALLAVI, MS SUMANA S, MR TULSIRAM MR UPADHYAY, MS I MISHRA, MS PRIYA S, MS VASUNDHARA J & MS S RENAKUMAR TECHNICAL ASSISTANCE : MS M GULATI & MS URVASHI S
4	Primary School Event	08 Min	150 Students (Approx)	MS NISHA, MS MONIKA P, MS ANITA S, MS MANISHA S, MS RUCHIKA K & MS A DHAR TECHNICAL ASSISTANCE : MS ALKA RAI & MR J M PANT
5.	Pre Primary Presentation	15 Min	200 Students (Approx)	MS S PASSI, PRE PRI. DEPT & MR P PALLAVI, & MS KAVITA P TECHNICAL ASSISTANCE : MR J M PANT, MS MEENA A & MS RISHIKA G
6(a)	Principal's Report	} 35-40 Min (approx)	--	PPL, MS A MENON, MS M TRIPATHI
6(b)	Release of PPL's Report on School Website		--	MS RUMPA B
6(c)	Prize Distribution		--	MS A BHARDWAJ, MS T KHURANA & MR DIPTI S MS K SHREYA TECHNICAL ASSISTANCE : MS M GULATI
7*.	Mughal-e-Azam (A Musical Drama) A Senior School Presentation	40 Min	50 Students	DIALOGUE DELIVERY AND DICTION : MS U KUMARI & MS NISHI N PROPS : MS KOMAL & MS RAJNI G MS KAVITA, MR SWAPAN & MR P PALLAVI TECHNICAL ASSISTANCE : MS MEETU T + CLASS XI & XII STUDENTS
	(a) Sufi Dance	3 Min	32 Students	MS SABA NAAZ, MS S TYAGI & MS JOSHITA B
	(b) Mohe Panghat	3 Min	46 Students	MS V OBEROI, MS SAMRA & MS SABARI M
	(c) Pyar Kiya To	3 Min	25 Students	MS KOMAL M, MS POONAM S & MS PREETI P
	(d) Quwali	3 Min	27 Students	MS RAJNI G & MS NAMRATA K
8.	(a) School Band	--	33 Students	HM (SR), MR D BIST, MR MOHAN
	(b). POM POM Brigade (Welcome Group)	--	40 Students	MS P CHAND, MS V KAUL & MS D KHANNA
9.	Emcee Mentors	--	--	MS R SONDHI & MS D KAUSHAL
10.	National Anthem	--	--	MR P PALLAVI, MS SUMANA S
11.	Credits	--	--	HM (PR), MS SHARMISHTHA C, MS URVASHI, MS ASHA MENON, MS DEEPA P & MS NANDINI B (Final list of participation should be handed over to Credit Team by 01 Nov, 17)

B. SUB COMMITTEES

AREA OF RESPONSIBILITY	MEMBERS
<u>Prize Distribution Committee</u> <u>(Convenor : Ms A Bhardwaj & Ms T Khurana)</u>	Ms K Shreya, Ms Deepali
a) Writing of Certificates	Ms S Maitra, Ms Deepa P, Ms Samra, Ms Meena A & Ms Nishi M
b) Making of Master Sheet	VPL, HM (Sr) / HM (Pr) / Ms Meetu, Ms Vibha J, Ms Ruby S
c) Procurement of Trophies & Mementos	Ms A Bhardwaj & Ms T Khurana
d) Printing of Certificates	Ms A Bhardwaj & Ms T Khurana
<u>Stage & Tentage</u> <u>(Convenor:Mr A Dixit)</u>	Mr K Ramasubramanian, Mr R K Sikri, Mr U Verma and Mr M K Mishra
a) Erection of Stage / Seating / lighting of lawns, buildings	A.O, Mr Yuvraj, Mr Varghese, Mr Niladri, Mr D Bist, Mr Swapan & Mr P Pallavi
b) Stage Decoration / Lamp Decoration	Mr Niladri, Ms Namisha, Ms P Chand, Ms K Sood, Ms V Kaul Ms P Khanna & Fine Arts Students
c) Floral Gates (4)	Ms Rumpa B, Ms Deepika A Khan
d) Light /Sound	Mr P Pallavi, Ms Kavita P, Ms Sumana S, Mr Swapan, Ms Nisha & Ms Sheuli
e) LCD Projector with Projection Screen	Mr J M Pant & Mr U Verma
f) Control :	
Right Wing	Ms I Mishra, Mr Anshul Dubey and 04 Class-X students
Left Wing	Ms V Oberoi, M Srivastava and 04 Class-IX students
<u>Seating Arrangement (Convenor : D Bist)</u>	A.O, Mr Ramesh, Mr Tarachand, Mr M K Mishra, Mr U Verma, Mr Anshul Dubey, Mr Rahul Shokeen & Mr Vardhan S. (Should be ready by 02.00 p.m. on 19 Nov, 17)
<u>Illumination of the Building and High Tea Area</u> Convenor : Umesh Verma	Mr R K Sikri, Mr Vardhan S & Mr K Ramasubramanian
<u>High Tea Area : Convenor : VPL</u>	Ms Richa M, Ms Nandini B & Ms S Walia

*All dances will be choreographed by Ms Kavita and Mr Swapan

<u>Invitation (Convenor : A Razdan)</u> • Printing of Cards • Distribution : VIP Brigade Parents & Staff	PPL / Ms A Razdan Ms A Razdan Ms Anjali S, Ms Subha R & Ms Namrata K
<u>Reception Committee (Convenor : Ruby Singh)</u> • 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 Namisha S, Ms V Kaul, Ms K Sood, <u>To be announced at a later date</u> Ms Ruby Singh, Ms S Walia & Student Council Ms Rumpa B & Mr J M Pant (latest by 01 Nov, 2017) Ms Anjali S, Ms Shally W, Ms Ruby S Ms D Kaushal, Ms M Arora
<u>Hospitality (Convenor : Ms Richa Mohan)</u>	
a) Guests on arrival – High Tea b) Serving of snacks to VIPs during the show	Ms Neha G, Ms Anjali S, Ms Nandini B, Ms Aditi G, Ms A Dhar, Ms Neerja, Ms Manami G, Ms M Gulati Convenor : Ms Rani Vaid Ms A Mahendru, Ms Illashree, Ms M Arora, Ms Neeru S, Mr Deepak, Mr Sunder, Mr Ompal & Mr Debraj
c) Student Refreshment / Staff Refreshment On the Dress Rehearsal and Final Day (Arranging of Food Stall and distribution of Food Packets)	
<u>Mementos for the C.G and Gifts for the VIPs</u> Convenor : Ms S Passi	Ms S Walia, Ms Anjali S (This includes procuring and packing of the Gifts, Folders & Planters)
<u>Recording (HMs)</u> 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 Nisha, Ms Sheuli & Ms Sumana Mr P Pallavi, Mr Tulsiram & Mr Swapan (Convenors are requested not to exceed the budget)
<u>Make Up Committee : Convenor : Ms Deepika A Khan</u>	Ms K Sood, Ms M Sethi, Ms Komal M, Ms Manju M & Ms Rajni G
<u>Costume Committee : Convenor : Ms S Tyagi</u>	Ms K Sood (PP), Ms A Dhar (Pr) & Ms Vaihali M (Sr)
<u>Green Room Control : Convenor : Ms A Panda</u>	Ms Namrata K, Ms Anju B, Ms N Mankani, Mr Manish & Ms Joshita B
<u>Props : Convenor : Vibha Jain</u>	Mr Niladri, Ms Namisha, Ms K Sood, Ms N Marwah, Ms Deepika A Khan, Ms Komal, Ms Rajni, Ms Shriambhra, 08 Lab Attendants, Mr Dinesh Sharma, Mr Sohneer & Mr Kanwarpal
<u>Press, Publicity & Invite to Press :</u> <u>Convenor : Ms Rumpa B</u> (To be released and handed over to the Press on 20 Nov, 2017)	Ms Deepa P (TOI) & (HT) Ms Rajni G (Hindi Dailies)
<u>Post Programme Costume Arrangement / Storing</u> Convenors : Ms K Pandey & Ms K Sood	Respective Item Co-ordinators
<u>Photography / Videography</u>	Ms M Gulati, Mr Yuvraj & Mr Swapan
<u>Security</u>	A.O., Mr K Ramasubramanian, Mr Anshul, Mr D Bist & Mr Prabhat
<u>Parking, Traffic Control</u>	A.O., Mr A Dixit & Mr B B Srivastava
<u>Winding up</u>	VPL, HMs, A.O., Mr J Varghese and Item I/Cs
<u>First Aid</u>	School Doctor & Staff Nurse
<u>Transport : Convenor : Mr B B Srivastava / Mr A Dixit</u>	Mr U Verma, Ms Mukul S & Ms Vaishali S
<u>Discipline : Convenor : Mr K Ramasubramanian</u>	Mr D Bist, Ms Rani N, Mr Vardhan, Mr Ramesh, Mr Tarachand, Mr Rahul Shokeen & Security Supervisor

- **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.22/2017-18 dated 07 Oct, 2017.

- **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)

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

स्वच्छ भारत
एक कदम स्वच्छता की ओर