Bal Bharati PUBLIC SCHOOL

ION/34/2019-20 10 Dec, 2019

FAREWELL

Date : 13 Dec, 2019 (Friday) Time : 01.00 to 04.00 p.m
Venue : Basketball Court

Official Hosts :	XI A – Ms Anjali Sharma	XI B – Ms Swati Chawla
	XI C – Ms Anita Panda	XI D- Ms Rumpa Bhattacharyya

Following Staff Members are to assist preparations.

1. Collection of Money : Respective Class Teachers of Cl XI@1000/- per child.
   - Treasurer : Ms Anjali Sharma
   - Invites (PPL, VPL, HMs, School Secretary, Teachers and Students) : Ms M. Tripathi and Mr Niladri

2. **SETTING UP OF VENUE(BASKETBALL COURT)**
   - Seating : Mr Sanjay Dua, Ms. Swati, Ms. Aditi G Lab Attendendants and support staff
   - Sprucing of the lawns & decoration : Mr Yuvraj, Mr Niladri and Ms Ruby Singh
   - Banners/Backdrops/Photo Booth : Mr Yuvraj, Mr Niladri
   - Putting up of potted plants and balloons : Ms Swati, Ms Neha
   - Student L.Os : Ms Rachna Sondhi

3. **HOSTING OF LUNCH**
   - Venue : Basketball Court
   - Hiring of Caterer / Menu for lunch : Ms Swati C, Ms Neha Gupta
   - Setting up of the venue : Ms Vibha Jain, Mr Ruby Singh

4. **CULTURAL PROGRAMME**
   - Ushering in Class XII : Ms Shally W, Ms. Ruby S
   - DJ : Mr P Pallavi & Ms V Jain
   - Emcee for the day (Teacher Mentor) : Ms Rachna Sondhi
   - Sashes : Ms Neha, Mr Niladri
   - Crowns } For Master / Miss BBPS& other titles : Ms Anjali Sharma
   - Bouquets } : Ms Anjali Sharma
   - Mementos } : Ms Anjali Sharma and Ms Shally Walia
   - Cultural Programme : Mr P Pallavi, Ms Kavita P and Class Teachers
   - Master & Miss BBPS : Ms R Sondhi, Ms Shally
   - Mementos Packing & Distribution : Ms Anita Panda, Ms Aditi Gaur
   - Special Title Awards : Ms Rumpa B, Ms R Sondhi
   - Dispersal : Mr D Bist, Mr Meetu T, and all class teachers
   - Winding up : Ms Neha G, Ms. Meetu, Ms.Aditi, Mr. Sanjay D, Mr Sanjay Dua and support staff
   - Press Release : Ms Rumpa B and Mr Yuvraj
   - Photography/Videography : Mr Yuvraj, Mr Niladri and student volunteers

5. **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 to be permitted. Class Teachers to educate girls)

6. 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 CONTINAUATION PARTY POST THE FAREWELL PARTY BEING ORGANISED BY THE SCHOOL ON 13 DEC, 2019. 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

Ashaprabhakar
Asha Prabhakar
(Principal)
स्वच्छ भारत
एक कदम स्वच्छता की ओर

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