



ION/10/2017-18

Date : 24 July, 2017

ESPRIT (2017-18)
(A PRE-PRIMARY INTER SCHOOL FIESTA)

The school will be hosting Esprit, an Inter School festival for the Montessori wing on 08 Sep, 2017 in the school premises.

Overall I/C : H.M (Pre Primary)

Convenors : Ms R Gupta Ms K Sood Ms A Khan

Various events to be conducted are given below with the names of the co-ordinators, venues indicated against each :

SR.NO.	ITEM	COORDINATOR	VENUE	CLASS	TIME
1.	My Mascot, My Pride (Mascot Designing)	Ms. Rishika Gupta Mr. Niladri Das	Pre Primary-I	Dance Room (PP/Pr)	09.30 a.m.
2.	Bag Of Knowledge (Bag Making)	Ms. Neeru Sharma Ms. Namisha	Pre Primary-II	Activity Room	
3.	Together We Read (Advertisement)	Ms. Manami Ghosh Ms. Sheuli Ghosh Ms. Parimeeta Khanna	Pre Primary-II	Jr. Library	
4.	Saksharta Gaan (Group Song)	Mr. Pradeep Pallavi Ms. Nitika Mankani Ms. Vibha Khurana	Pre Primary-I	Maths Lab	
5.	Padhega India, Badhega India (Nukkad Natak)	Ms. Kuldeep Sood Ms. Manju Malkoti Ms. Meena Agarwal	Pre Primary-II	Sr. Library	

• **Entry Form Incharges:**

- Ms N.Sharma, Ms S.Khanna
- Mr.Santosh / Mr.Yograj Malik to directly forward the e-mails to HM's (Pre Primary) Desk.
- HM (Pre Primary) in turn to forward to the Incharges.
- The I/Cs to photocopy the entry forms in duplicate and provide one list to the registration counter and the relevant copies to the respective Event I/Cs.

• **Nominate Judges for the event.**

Ms N Mathur, Ms M Aggarwal, Ms R Gupta

- The convenors / event coordinators are to tie up with Judges for their respective competitions and submit final pick up/travel schedule for them to HM (Pre Primary). Ceasework on **16, August '17**

• **Dispatch certificates of participating schools after the closure of the event (Latest by 12 Sep, 17) :**

Ms N Mathur, Ms M Malkoti & Ms S Khanna

The participation certificates will be written in the Activity room and will be dispatched collectively on 12 Sep, 17 under the supervision of HM (Pre Primary).

• **Procurement of Trophies/Prizes** (To be handed over to Item I/Cs latest by 31 Aug, 17.)

Ms P Khanna Ms M Ghosh

- **Photo Coverage.** Itemwise photographs are to be uploaded on the school website.

Mr Niladri Ms V Khurana

• **Videography Incharges** (Folders to be made and preserved for School Managing Committee Meeting Report 2017)

Ms V Khurana Ms J M Pant

- **Preparation of Folders and dispatch to sister units and neighbouring schools** (Cease Action 28 July, 17)
Incharge: Mr. Niladri Ms. A. Khan
Members : Ms.Namisha Ms S Khanna Ms Rishika G Ms.T Manchanda Ms Kanika Bansal
- **Incharge for handing over of folders with judgement sheets, erasers, pencils, white sheets, stop watches and bells :**
(All Item I/Cs are to hand over the Judgement Sheets duly approved by the Principal to the following team for preparation of folders)
Ms R Gupta Ms N Sharma
- **Display of Event Related Information** : (To be made available in all respects latest by 07 Sep, 17)
All Event I/C's
- **Registration Counter (Over all I/C : HM (Pre Primary))**
Ms M Ghosh & Ms A Khan
- **Incharges for providing mikes and setting up of furniture** (Any financial implication involved, minute sheet to be raised latest by 31 Aug, 17.)
Ms N Mathur Ms A Khan
- **Refreshment for Participants, Teachers Escort and Judges.**
Ms Neha Gupta Ms N Mathur
Ms Kamleshwari Ms S Ghosh
- **Volunteers/Discipline** (A list of student volunteers, not more than 15, from classes VI to VIII duly signed by the HM (Sr) with ID cards to be kept ready in all respects latest by 31 Aug, 17)
Ms K Sood Ms R Negi Mr Vardhan
- **Invitation Letters, Thank you letter, Honorarium for Judges:**
HM (Pre Primary) Ms N Mankani and Ms K Sood (Teachers are to seek assistance from Ms A Razdan)
- **Result Compilation and Display of Results:** (Overall I/C: HM (Pre Primary))
Ms V Khurana & Ms M Agarwal (Overall Compilation) Ms A Menon
Mr Y R Malik } Uploading of results on the school website
Mr J M Pant }
- **Uploading of Report (with Photographs) on school website latest by 14 Sept'17:**
Ms R Gupta Ms Rishika Gupta
- **Press Release** : Ms Rumpa Bhattacharyya & Ms Ruchika Gupta

Asha Prabhakar
(Principal)

स्वच्छ भारत
एक कदम स्वच्छता की ओर

Distribution

VPL, HM (Sr.), HM (Pr), HM (Pre Primary) , A.O. (Via e-mail)
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Item Coordinators and related staff rooms
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