



ION NO.18/2016-17

Date : 18 Aug, 16

ANNUAL ENGLISH PRODUCTION-OLIVER TWIST

- The Annual English Play Oliver Twist will be staged on 03 Sep, 2016 (Saturday) in the School Auditorium.
- Following are the areas of Responsibility to be taken up by the nominated I/Cs :

OVERALL I/Cs OF THE PRODUCTION : MRS R SONDHI, MS KAMNA JOSHI, HM (SR) & HM (PR)

S.N.	AREAS	INCHARGES	DATE OF COMPLETION OF TASK	REMARKS
1	Sound, Light & Mike	Mr P Pallavi Mr Tulsi Ram & Mr Swapan	20 Aug, 16	7 Microphones, 6 Foot Mikes & 6 Standing Mikes (To be made available for two days)
2	Costumes	Ms S Passi, Ms Ruby S, Ms P Chand & Ms K Sood	23 Aug, 16	*Vendor-Vandana Batra (All Costumes to be ready by 27 Aug, 16)
3	Stage Craft	Mr Yuvraj, Mr Niladri Ms Aruna Sharma Ms Sania Taak Ms Vasundhra, Ms Monika, Ms Sharmishtha & Ms V Sharma	Between 20 & 27 Aug, 16	Vendor to be finalised by A.O / VPL
4	Flex Standees And Content Preparation	Mr Umesh, Ms Poonam & Ms Vasundhra	27 Aug, 16	2 Flex Stands of 5”X7” are required for Display.
5	Make-Up	Ms K Pandey	17 Aug, 16	Make Up Artist : Baboo Khan
6	Projector + Slides	Mr Jitendra, Ms M Tripathi & Ms Nalin Anju	22 Aug, 16	As per the instructions from director of play
7	Card Layout Card Printing	Ms Rachaita & Team under the guidance of Ms Poonam & Ms Asha Ms Poonam & Ms Asha	27 Aug, 16	Content to be approved by the Principal
8	Photography & Videography	Ms M Gulati	27 Aug, 16	Vendor to be finalised by Ms M Gulati
9	Recording of Song Tracks Live Background Score	Mr Pallavi, Mr Tulsi & Ms Rachna Ms Rachna	20 Aug, 16 25 Aug, 16	Recording Studio to be arranged By Mr P Pallavi
10	Hospitality	Ms Neha, Ms Richa M & Team	03 Sep, 16	High Tea to be hosted in Conference Room
11	Floral Welcome	Ms Rumpa Bhattacharya		
12	Gifts For Guests	HM (Sr)	23 Aug, 16	
13	Dances	Mr Swapan, Ms Kavita & Ms Nisha Additional Support : Ms Vaishali Vashisht & Ms Debasree Nayek	--	To be trained by Outsourced Academy, Dancing Mantra
14	Forward e-Cards to Parents	Ms Shubha R, Ms Mukul, Ms Kashani & Ms V Singh	27 Aug, 16	
15	Overall Ambience Aesthetics	VPL / HM (Sr) & Team	--	Ready in all respects by 01 Sep, 16
16	Air Conditioning / Gensets / Availability of Electrician	A.O.	--	During rehearsals and final day
17	Availability of Fire Fighting Equipments	A.O./Mr Varghese /Harinder	27 Aug, 16	Near Auditorium
18	Emcee Preparation & Display of Synopses	Ms D Kaushal	27 Aug, 16	--
19	Reception Area	Ms P Chand & Ms Richa M	02 Sep, 16	--
20	Letter of Invite to SMC & CES Members	Ms Anjuni & Mr Santhosh	27 Aug, 16	--

Asha Prabhakar
(Principal)

Distribution
VPL, HM (Sr), HM (Pr), HM (Mont) A.O. } via e-mail
All Teaching Staff
Website I/C, File