



ION/11/2022-23

30 May, 2022

FAREWELL 2021-22

Date : **15 July, 2022 (Friday)** **Time** : **01.00 to 04.00 p.m**
Venue : **School Auditorium**

Official Hosts: XI A – Ms Swati Chawla XI B – Mr. Sanjay Dua
XI C – Ms Anita Panda XI D- Ms Rumpa Bhattacharyya

Following Staff Members are to assist preparations.

- Collection of Money : Respective Class Teachers of CI XI@1000/- per child.
 - Treasurer : Ms Anjali Sharma
 - Invites (PPL, VPL, HMs, School Secretary, Teachers and Students) : Ms M. Tripathi and Mr Niladri
- SETTING UP OF VENUE(AUDITORIUM)**
 - Seating : Mr Sanjay Dua, Ms. Swati, Lab Attendants and Support Staff
 - Decoration of Auditorium : Mr Yuvraj, Mr Niladri and Ms Rumpa B
 - Banners/Backdrops/Photo Booth : Mr Yuvraj, Mr Niladri, Mr. Faiz
 - Putting up of potted plants and balloons : Ms S. Walia, Ms Neha
 - Student L.Os : Ms Rachna Sondhi
- HOSTING OF LUNCH**
 - Venue : Mont. Courtyard
 - Hiring of Caterer / Menu for lunch : Ms Ruby Singh, Ms Neha Gupta
 - Setting up of the venue : Ms Vibha Jain, Ms Mandeep
- CULTURAL PROGRAMME**
 - Ushering in Class XII : Ms Shally W, Ms. Anita Panda
 - DJ : Mr P Pallavi & Ms Rachna S
 - Emcee for the day (Teacher Mentor) : Ms Rachna Sondhi
 - Sashes : Ms Neha, Mr Niladri, Mr. Yuvraj
 - Crowns } For Master / Miss BBPS & : Ms Anjali Sharma
 - Bouquets } other titles : 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 Vibha Jain
 - Special Title Awards : Ms Rumpa B, Mr. Sanjay Dua
 - Dispersal : Mr D Bist, Mr Meetu T, and all Class Teachers
 - Winding up : Mr. D. Bist, Ms Neha G, Ms. Meetu, and support staff
 - Press Release : Ms Abha Bhardwaj
 - Photography/Videography : Mr Yuvraj, Mr Niladri and student volunteers

5. **DRESS CODE**

For CI XI : Boys : Formal / Indian Girls : Suit

For CI 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

THE SCHOOL ISSUES A STRICT ADVISORY AGAINST CONTINUATION PARTY POST THE FAREWELL PARTY BEING ORGANISED BY THE SCHOOL ON 16 July, 2022. PARENTS ARE REQUESTED TO MAKE A NOTE OF THIS.

ALL TEACHERS TO DISPERSE ONLY AFTER ALL THE STUDENTS HAVE LEFT THE SCHOOL PREMISES.

ACTION : VPL (SMS TO GO TO THE PARENTS OF CLASS XII)

OVERALL SUPERVISION : VPL / HM (SR) / A.O

Asha Prabhakar

(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL, HM (Sr), HM (Pr), HM (Mont), A.O. (via e-mail)

Staff (via e-mail)

Mr Sachin (Website)

Mrs A Razdan (File)