

ION/27/2022-23

09 Sep, 2022

### ANNUAL HINDI PLAY- 'MANTRA'

- The Annual Hindi Play 'MANTRA' will be staged on **01<sup>st</sup> Oct, 2022** (Saturday) in the School Auditorium.
- Following are the areas of Responsibility to be taken up by the nominated I/Cs :

**OVERALL I/Cs : MS Deepa Chaturvedi, Ms. Renu Upreti Pandey, Performing Arts Department & HM (Pr)**

S.N.	AREAS	INCHARGES	DATE OF COMPLETION OF TASK	REMARKS
1	Sound, Light & Mike	Mr P Pallavi & Mr Swapan	25 Sept, 22	To be made available during rehearsals and for final two days
2	Costumes	Ms Monika, Ms Poorwa, Ms.Ruchika G, Anita V Ms Kavita, Swapan & Ms.Nisha	23 Sept, 22	*Vendor-to be fixed, quotations to be invited (All Costumes to be ready by 27 Sept 22)
3	Stage Craft	Mr Yuvraj, Mr Niladri, Mr.Faiz, Ms Meena, Ms Mamta, Ms Sona, Ms Dhanya, Neha Y, Ms Sharmishtha, Ms Meenakshi J, Ms Parimeeta K, Ms.Nandini	Between 17 & 27 Sept 22	Vender to be finalised by inviting quotations by A.O
4	Flex Standees And Content Preparation	Mr Niladri, Ms Smriti & Ms Sonam, Ms Charu	27 Sept 22	2 Flex Stands of 5''X7'' are required for Display.
5	Make-Up	Ms K Pandey, Ms.Rashi, Ms.Arpita, Ms Humera	17 Sept, 22	Make Up Artist : finalisation of vendor
6	Projector + Slides	Mr Sachin, Ms Rupali, Ms Sonam & Ms.Smriti	22 Sept, 22	As per the instructions from director of play
7	Card Layout Card Printing	Ms Palak & Ms. Mukul and Mr.Harinder	27 Sept, 22	Content to be approved by the Principal
8	Photography & Videography	Mr. Niladri	27 Sept, 22	Vendor to be finalised
9	Recording of Song Tracks Live Background Score	Mr Pallavi, Mr Dilip & Ms Sumana Ms Deepa Chaturvedi and Renu along with Performing Arts Department	22 Sept, 22 25 Sept, 22	Recording Studio to be arranged By Mr P Pallavi
10	Hospitality	Ms P Khanna, Ms Neha Gupta & Team	1 Oct 22	High Tea to be hosted in Conference Room
11	Floral Welcome	Ms Ruchika K	1 Oct, 22	
12	Gifts For Guests	HM (Pre Primary)	23 Sept, 22	
13	Dances	Mr Swapan, Ms Kavita & Ms Nisha Additional Support : Ms Monika, Ms.Anita Verma, Ms Ankita B	--	To be ready by 23 Sept, 22
14	Forward e-Cards to Parents	Ms Leena, Ms Mukul & Mr.Malik	27 Sept, 22	
15	Overall Ambience Aesthetics	VPL / HM (Pr) / Visual Arts Team/ Mr.Deepak	--	To be ready in all respects by 30 Sept, 22
16	Air Conditioning / Gensets / Availability of Electrician	A.O.	--	During rehearsals and final day
17	Availability of Fire Fighting Equipments	A.O./Mr Varghese /Mr.Harinder	27 Sept, 22	Near Auditorium
18	Emcee Preparation & Display of Synopses	Ms Renu and Ms.Deepa Ms.Poonam	27 Sept, 22	--
19	Reception Area Out Side Audi	Visual Arts Department and Prop Team	30 Sept, 22	--
20	Letter of Invite to SMC & CES Members	Ms Anjuni & Mr Santhosh	27 Sept, 22	--

*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

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