

PRE PRIMARY ANNUAL DAY - 'सृजन - एक नई सुबह'

- The Pre Primary Annual Day 'सृजन - एक नई सुबह' will be held on **25 Mar, 2023** (Saturday) in the School Auditorium.
- Following are the areas of Responsibility to be taken up by the nominated I/Cs :

OVERALL I/Cs : Ms Sheuli G, Performing Arts Department & HM (PP)

S.N.	AREAS	INCHARGES	DATE OF COMPLETION OF TASK	REMARKS
1	Sound, Light & Mike	Mr P Pallavi & Mr Swapan	--	To be made available during rehearsals and for final two days
2	Costumes	Ms Kuldeep S Ms Gitika T Item Incharges	--	(All Costumes to be ready and distributed by 23 Mar, 23)
3	Stage Craft	Mr Yuvraj, Mr Niladri, Mr.Faiz, Ms Neeru S, Ms Kuldeep S Ms Anju R, Ms Gitika T Ms Khushboo, Ms Rohini S Ms Pallavi K	Between 18 & 25 Mar, 23	--
4	Make-Up	Ms K Pandey, Ms Kuldeep S Ms Gitika T & Item Incharges	25 Mar, 23	--
5	Projector + Slides	Ms Vibha K, Ms Payal C & Item Incharges	22 Mar, 23	As per the instructions from Item Incharges
6	Card Layout Card Printing	Ms Vibha K & Ms Payal C	22 Mar, 23	Content to be approved by the Principal
7	Photography & Videography	Mr. Niladri	25 Mar, 23	--
8	Recording of Song Tracks Live Background Score	Mr Pallavi, Mr Dilip & Ms Sumana Ms Sheuli G along with Performing Arts Department	22 Mar, 23	Recording Studio BBPS (BV) and final mixing to be done by Mr P Pallavi
9	Hospitality	Ms Neha Gupta & Ms Manami G	25 Mar, 23	High Tea to be hosted in Conference Room
10	Floral Welcome	Ms Monika P	25 Mar, 23	--
11	Lighting of the Lamp	Ms Sumana S & Ms Neha Y	25 Mar, 23	Lamp to be polished by 24 Mar, 23 and floral decoration to be carried out on 25 Mar, 23.
12	Gifts For Guests	HM (Pre Primary) & Ms Kuldeep S	23 Mar, 23	As per the instructions from the Principal
13	Dances	Mr Swapan, Ms Kavita & Ms Nisha <u>Additional Support :</u> Ms Nitika B, Ms Payal C & Ms Vibha K	--	--
14	Forward e-Cards to Parents	Respective Class Teachers	23 Mar, 23	--
15	Overall Ambience Aesthetics	HM (PP) / Visual Arts Team/ Ms Kuldeep S & Ms Neeru S Mr.Deepak and Mr Harender	--	To be ready in all respects by 24 Mar, 23
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	--	Near the Auditorium
18	Emcee Preparation & Display of Synopses	Ms Parimeeta K Ms Sheuli G & Ms Manami G	21 Mar, 23	Emcee Script to be approved by the Principal latest by 21 Mar, 23
19	Reception Area Out Side Audi	Visual Arts Department and Prop Team	24 Mar, 23	--
20	Letter of Invite to SMC & CES Members	Ms Anjuni & Mr Santhosh	23 Mar, 23	--

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution

VPL, HMs A.O.

All Teaching Staff

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} Via e-mail