



ANNUAL DAY & PRIZE DISTRIBUTION FUNCTION – 2023-24

Given under are the duties and responsibilities of Teachers and other staff members.

A. ORGANISING COMMITTEE : VPL, HMs, A.O. & Mr P PALLAVI

PROGRAMME

S.NO.	ITEM	ADMINISTRATIVE I/CS	TIME DURATION (ESTIMATED)	NO.OF PARTICIPANTS (ESTIMATED)	ITEM CO-ORDINATOR
1	Floral Felicitations / Teacher Emcee	VPL	--	20	Ms Rumpa B & Ms Kamna J , Ms S Walia, Ms Neerja B, Ms Ruby S & Technical Assistance : Ms M Gulati & Mr Rajkumar
2	Lighting of Lamp / Stuti	HM (SR)	03 Min	--	Ms Shally W, Ms Ruby S, Ms Sumana S, Mr P Pallavi Technical Assistance : Ms M Gulati
3	Choir & Orchestra	HM (SR)	15 Min	100 (Approx)	Mr P Pallavi, Ms Sumana S, Mr Dilip, Ms Subha R, Ms Khushi P, Ms Mukul S, Ms Minakshi J, Mr Anshul & Ms Manisha A Technical Assistance : Mr Rajkumar & Ms Meenakshi G
4	Primary School Presentation on Kerala	HM (PR)	08 Min	180 Students (Approx)	Ms Nisha Technical Assistance : Ms Alka Rai & Ms Garima P
	(a) Theyyam				Ms Neelam D, Ms Ruchika K
	(b) Mudi yettu				Ms Poonam & Ms Yasha S
	(c) Mohiniyattam				Ms Anita V & Ms Deeksha
	(d) Farmer				Ms Medha B & Ms Nandini G
	(e) Kalaripayattu				Ms Sona R & Ms Mansi A
(f) Kathakali	Ms Anita V & Ms Ruchika K				
5	Pre Primary Presentation	HM (PP)	15 Min	200 Students (Approx)	Ms Sheuli G, Ms Manju M, Ms Manami G, Ms Neeru S, Ms Nitika B, Ms Kuldeep S, Ms Gitika T, Ms Khushboo, Ms Anju R, Ms Vibha K, Ms Payal C, Swati C, Ms Pallavi K, Ms Kanika B & Ms Kavita P Technical Assistance : Ms Vibha K & Ms Payal C
6(a)	Principal's Report	VPL	} 35-40 Min (approx)	--	PPL, Ms A Menon & Mr Yograj Malik
6(b)	Release of PPL's Report on School Website			--	Ms Rumpa B, Ms Kamna J
6(c)	Prize Distribution			HM (Sr)	10-15 Min
7	Konkan Diaries	VPL / HM (SR)	40Min	225 Students (Approx)	Dialogue Delivery and Diction : Ms U Kumari, Ms Komal, Mr Swapan, Ms P Pallavi, Ms Kavita P Choreography : Ms Kavita P & Mr Swapan M Technical Assistance : Ms Meetu T, Ms Sonam M, Class XI & XII Students
	Malhaar (Kavita)				Ms Srishti S & Ms Sabari M
	Sufi (Kavita)				Ms Smriti S, & Ms Sithara
	Lavani (Kavita)				Ms K Shreya & Ms Rakhi K
	Gondal (Kavita)				Ms Nivedita B & Ms Deepti M
	Kathiawad (Kavita)				Ms Deepti T & Ms Poonam S
	Lezium (Swapan)				Mr Mohit B & Ms Namrata K
	Koli (Swapan)				Ms Nishi S & Mr Anoop D
	Talwar (Swapan)				Ms Nupur B & Ms Sweta G
	Enactment(Umesh K)				Ms Umesh K, Ms Komal M & Ms Suman
8	School Band	HM (SR)	--	33 Students	Mr D Bist, Mr Tara S & Ms Mamta M
9	Emcee Mentors	VPL	--	--	Ms Rumpa B, Ms Rachna S, Ms Kamna J & Ms Rashi A
10	National Anthem	P PALLAVI	--	--	Mr P Pallavi, Ms Sumana S & Ms Dilip

11	Credits	HM (PR)	--	--	<p>Ms P Pallavi, Mr Yuvraj, Mr Faiz, Ms Ruchika K, Ms Yasha S, Ms Anita V, Ms Nandini G, Ms Sona R, Ms Vibha K, Ms Payal C, Ms Smriti S, Ms Sabari M, Ms Nivedita B, Ms Deepti T, Mr Mohit B, Ms Nishi S, Ms Nupur B, Ms Komal M, Ms Mamta M, Ms Meena A, Ms Neha G, Ms Vibha J, Ms Kamna J, Ms Namrata K</p> <p>Technical Team : Ms Vibha K, Ms Garima P, Ms Payal C & Ms Alka R</p> <p>(Final list of participants should be handed over by the above teachers along with 10 best photographs & Videos to the Technical Team by 17 Nov, 2023)</p>
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B. SUB COMMITTEES

AREA OF RESPONSIBILITY	ADMINIS-TRATIVE I/CS	MEMBERS
<p>Prize Distribution Committee (Convenor : Ms A Bhardwaj & Mr Vipin)</p> <p>a) Making of Master Sheet b) Procurement of Trophies & Mementos c) Printing of Certificates d) Writing of Certificates e) Discipline and Rehearsals</p>	VPL	<p>Convenors to appoint a committee of students volunteers</p> <p>Ms Alka Rai Ms A Bhardwaj & Ms Mamta Ms A Bhardwaj & Ms Mamta Ms Sithara, Ms Charu A & Ms Shagun S</p> <p>Ms A Bhardwaj, Ms Mamta, Mr Vipin K & Mr Dipti S</p>
<p>Stage & Tentage :</p> <p>a) Construction of Stage and Wings b) Stage Decoration c) Seating / lighting of lawns, buildings including High Tea Area d) Floral Decoration including Floral Gates e) Lamp Decoration f) Light /Sound g) LED with Projection Screens h) Control :</p>	PPL / VPL / A.O/ EO	<p>Mr Yuvraj, Mr Niladri, Mr Faiz, A, Mr D Bist, Mr Swapan M, Mr Vipin K, Mr Anoop D, AO, Mr Deepak, Mr Harinder N</p> <p>Mr Yuvraj, Mr Niladri, Mr Faiz A, Ms Poorwa L, Ms Swati C, Ms Anju R, Ms Monika P & Ms Parimeeta K</p> <p>Mr U Verma, Mr Dinesh B, Mr Sanjay D, Mr Varghese, Mr Vardhan S & Mr Raj Bali</p> <p>Ms Ruby S, Ms S Walia & Ms Gitika T, Ms Meena A</p> <p>Mr Yuvraj, Mr Niladri, Mr Faiz A, Ms Poorwa L, Ms Swati C, Ms Anju R, Ms Monika P & Ms Parimeeta K</p> <p>Mr P Pallavi, Ms Kavita P, Ms Sumana S, Mr Swapan M, Ms Nisha & Ms Sheuli</p> <p>Mr Rajkumar & Mr U Verma</p>
<p>Right Wing Left Wing</p>		<p>Ms I Mishra, Ms Dhanya P & Ms Neha + 04 Class-XI students Ms V Oberoi, Ms Meena A & Ms Monika P + 04 Class-XI students</p>
<p>VIP Seating Arrangement (Convenor : Ms Binu)</p>	PPL	<p>Mr Santosh, Ms Binu (Should be ready by 02.00 p.m. on 25 Nov 23)</p>
<p>Audiance Seating Arrangement (Convenor : A.O)</p>		<p>Mr D Bist, Mr Vardhan S, Mr A Dixit, Mr U Verma,</p>
<p>Invitation (Convenor : A Razdan)</p> <ul style="list-style-type: none"> e-Card & Teaser Printing of Cards Distribution : VIP Brigade Parents & Staff 	PPL	<p>Ms Asha M PPL / Ms A Razdan Ms Binu Mr U Verma, Mr Sanjay D, Ms Meena A & Ms Manami G</p>
<p>Reception Committee (Convenor : Ruby Singh)</p> <ul style="list-style-type: none"> Sprucing up / Decoration - Reception Liaison Officer Tilak Ceremony for dignitaries Designing of Folders & VIP Cards Distribution of VIP folders Synopsis of the Programme 	VPL	<p>Ms Ankita B, Ms Ruchika G, Ms Leena & Ms Khushboo To be announced at a later date Ms Ruby Singh & Student Council Mr Yuvraj, Mr Niladri, Mr Faiz A Ms Shally W, Ms Ruby S Ms Manisha Arora, Ms Deepti T & Ms Poonam S</p>
<p>Hospitality (Convenor : Ms Neha Gupta)</p> <p>a) Guests on arrival – High Tea b) Serving of snacks to VIPs during the show c) Dinner (in Conference Room) d) Student Refreshment / Staff Refreshment On the Dress Rehearsal and Final Day (distribution of Food Packets) e) Arranging of Food Stall</p>	VPL / HM (PP)	<p>Ms Shally W, Ms Kamna J, Ms Deepti T, Ms Arpita S, Ms Neha G, Ms Parimeeta K, Ms Gitika T, Ms Indula M, Ms Vidhi O</p> <p>Ms Vidhi O, Ms Ruchika K & Ms Manami G + Lab Assistants</p> <p>Mr Dinesh B, Mr Varghuese</p>

<u>Mementos for the C.G and Gifts for the VIPs</u>	HM (PP)	Ms S Walia, Ms Ruby Singh, Ms Ruchika G, Ms Parimeeta K, Ms Meena A (This includes procuring and packing of the Gifts, Folders & Planters)
<u>Recording</u>		
a) Booking of Studio		Mr P Pallavi, Ms Umesh K, Mr Dilip & Ms Sumana S
b) Recording of tracks	HM (SR)	Mr P Pallavi, Mr Swapan, Ms K Pandey, Ms Nisha, Ms Sheuli Ms Sumana S & Mr Dilip K
c) Final composition in all respects should be available latest by 18 Nov, 2023		Mr P Pallavi, Mr Dilip & Mr Swapan (Convenors are requested not to exceed the budget)
<u>Make Up Committee :</u> <u>Convenor : Ms Swati Chawla & Ms Kavita P</u>	HM (SR)	Ms Kavita P, Mr Swapan M, Ms Nisha, Manju M, Ms Komal M, Ms Sumana S and other incharges
<u>Costume Committee :</u> <u>Convenors : Ms Namrata K & Mr Anshul</u>	HM (PP)	Ms Rachna S, Ms Komal M, Ms Kuldeep S, Ms Gitika T, Ms Ruchika K, Ms Anita V and respective incharges
<u>Green Room Control : Convenors : Ms Vibha J & Ms Pooja K</u>	VPL	Ms Philo M, Ms Sheuli G, Ms Rani N, Mr Ankit J, Mr Shiv K, Mr Prateek B, Mr Ashutosh, Ms Meena A, Ms Ankita T & Ms Shagun

AREA OF RESPONSIBILITY	ADMINIS-TRATIVE I/Cs	MEMBERS
<u>Props : Convenor : Ms Indula M & Mr Sanjay D</u>	VPL	Mr Niladri, Mr Faiz A, Ms Neeru S Ms Geetika T, Ms Poorwa L, Ms Arpita, Ms Ankita B, Ms Dhanya P, Ms Syed H, Ms Aiman, Ms Charu G, Ms Rashi A, Mr Gulab & Jagatpal
<u>Press, Publicity & Invite to Press:</u> <u>Convenor : Ms Rumpa B</u> (To be released and handed over to the Press on 25 Nov, 2023)	HM (SR)	Ms Rumpa B & Ms Mamta M
<u>Post Programme Costume Arrangement / Storing</u> <u>Convenors : Ms K Pandey/ Ms K Sood / Mr Swapan M / Ms Sumana / Ms Nisha</u>	HM (PR) HM (PP)	Respective Item Co-ordinators
<u>Photography / Videography</u>	VPL	Ms M Gulati, Mr Niladri & Mr Faiz A
<u>Security</u>	A.O.	Mr Ajay Kumar, Mr D Bist & Mr Ravindra, Mr Anil
<u>Parking, Traffic Control</u>	A.O.	A.O., Mr D Bist, Mr Vardhan S & Mr Ravindra, Mr Anil
<u>Winding up</u>	A.O.	VPL, HMs, Mr J Varghese and Item I/Cs
<u>First Aid</u>	HM (SR)	School Doctor & Staff Nurse
<u>Student Transport : Convenor : Mr Ravindra / Mr A Dixit</u>	VPL	Mr Anoop D, Mr Mohit B, Ms Ruchika G & Ms Aiman
<u>Discipline : Convenor : Mr D Bist</u>	VPL	Ms Rani N, Mr Vardhan, Mr Raj Bali & Security Supervisor

Preparatory Work. It can be well appreciated that the cardinal principle for presenting a high quality programme is a well planned strategy, silk smooth co-ordination, sound preparation & effective implementation. And, of course, that extra bit of work going beyond school hours. It needs no mention that in a school the scope of trade off between academics and other activities is quite limited and all involved in presenting the Annual Day would appreciate this constraint. It is, therefore, expected that item co-ordinators and the Teachers assisting them and other supporting Teachers as would be nominated by the PPL will make liberal use of time outside school hours.

Rehearsals. Item coordinators & teachers assisting them and the concerned staff are to note that the rehearsals will be held as per the Circular No 64, 2023-24 dated 26 Oct, 2023.

Bus Routine. Requirement of skeletal route on days and timings are to be projected to Transport Committee at least 48 h in advance.

TEACHERS ASSISTING ITEM CO-ORDINATORS WILL WORK ON COSTUMES, STAGE PROPS AND SHALL MAKE THEMSELVES AVAILABLE DURING REHEARSAL AS AND WHEN DESIRED BY THE ITEM CO-ORDINATORS.

Teachers assisting an item alongwith the item co-ordinator and 2 support staff members as nominated by VPL & HMs are to ensure that all hired costumes/props etc used for the item are counted, verified, neatly stacked and stored after the function gets over.

AWAITING A SPECTACULAR SHOW !

Asha Prabhakar

Asha Prabhakar
(Principal)

स्वच्छ भारत

एक कदम स्वच्छता की ओर

Distribution:

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

Transport I/C, A Razdan (File)

Staff (via e-mail)