



## FAREWELL – 2023

<b>Date : 29 Dec, 2023 (Friday)</b>	<b>Venue : School Auditorium</b>	<b>Time : 12.00 to 04.00 p.m</b>
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<b>Official Hosts :</b>	<b>XI A : Ms Swati Chawla</b> <b>XI C : Ms M S Sithara</b>	<b>XI B : Ms Rachna Sondhi</b> <b>XI D : Ms Rumpa B</b>
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**Following Staff Members are to assist in the preparations.**

1. Collection of Money : Respective Class Teachers of CI XI@1400/- per child.
- Treasurer : Ms Swati C / Ms Rumpa B
- Invites for students of Class XII : Ms Neha G & Ms Arya Singh Bhadouria (Student)
- Invites (PPL, VPL, HMs, School Secretary Teachers and Students) : Ms M Tripathi and Mr Niladri
- Teaser – ‘travelling down the memory lane’ : Ms Asha and Mr Yuvraj P
2. **SETTING UP OF VENUE (AUDITORIUM)**
  - Seating : Mr Sanjay D, Mr Vipin, Lab Attendants & Support Staff
  - Decoration of Auditorium : }
  - Banners/Backdrops/Photo Booth : } Mr Yuvraj, Mr Niladri, Ms Vibha J and Ms Sabari M
  - Putting up of potted plants and balloons : }
  - Student L.Os : Ms Rumpa B and Ms Sabari M
3. **HOSTING OF LUNCH**
  - Venue : Mont. Courtyard
  - Hiring of Caterer / Menu for lunch : Ms Ruby Singh, Ms Neha Gupta
  - Setting up of the venue : Ms Asha M, Ms M S Sithara, Mr Sanjay D, Mr Deepak & Mr Ompal
4. **CULTURAL PROGRAMME**
  - Ushering in Class XII : Ms Vibha J, Ms Asha M, Ms Ruby Singh, Ms Shally W
  - DJ : Mr P Pallavi & Ms Rachna S
  - Emcee for the day (Teacher Mentor) : Ms Rachna Sondhi and Ms Rumpa B
  - Sashes : Ms Neha, Mr Niladri, Mr. Yuvraj
  - Crowns } For Master / Miss BBPS & : }
  - Bouquets } other titles : Ms Shally W and Ms Rumpa B
  - Mementos : }
  - Cultural Programme : Mr P Pallavi, Ms Kavita P, Ms Swati C, Ms Abha B and Class Teachers
  - Master & Miss BBPS : Ms R Sondhi, Ms Shally W, Ms Ruby S
  - Invite Cards, Mementos Packing & Distribution: Ms Vibha Jain, Ms Philo M, Ms Asha M, Ms Ruby S, Ms Shally W
  - Special Title Awards : Ms Rumpa B, + Respective Class XII Teachers
  - Dispersal : Mr D Bist, Mr Meetu T, and all Class Teachers
  - Winding up staff : Mr. D. Bist, Ms Neha G, Ms. Meetu T, and support
  - Press Release : Ms Rumpa B and Ms Sabari M and Ms Ishani Arora (student)
  - Photography/Videography : Mr Yuvraj, Mr Niladri, student volunteers
4. **DRESS CODE**
  - For CI XI : Boys : Formal / Indian
  - For CI XII : Boys : Formal / Indian
  - Girls : Suit
  - 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 29 DEC, 2023. 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)**

<b>OVERALL SUPERVISION : VPL / HM (SR) / A.O</b>
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*Asha Prabhakar*

**Asha Prabhakar**  
(Principal)

Kindness, Resilience, Respect



Distribution

VPL, HMs, Academic Coordinator, A.O. (via e-mail)  
Staff (via e-mail)  
Website I/C, Mrs A Razdan (File)