



BON VOYAGE – 2024

Date : 03 Feb, 2024 (Saturday)	Venue : School Auditorium	Time : 11.00 am to 12.30 pm
---------------------------------------	----------------------------------	------------------------------------

OVERALL I/C : MS VIBHA JAIN

Official Hosts :	XII B : Ms Asha Menon	XII C : Ms Ruby Singh	XII D : Ms Shally Walia
-------------------------	------------------------------	------------------------------	--------------------------------

Following Staff Members are to assist in the preparations.

- Invites for students and parents of Class XII : Mr Yuvraj P, Mr Niladri S Das and Ms Ruby S
- Video Presentation & Farewell Song : Ms Asha M
- Public Address System & Projector : Mr P Pallavi & Mr Rajkumar

2. SETTING UP OF VENUE (AUDITORIUM)

- Seating : Mr Vipin, Lab Attendants & Support Staff
- Decoration of Auditorium & Putting up of potted plants : Mr Yuvraj, Mr Niladri, Ms Vibha J and Ms Sabari M

3. CULTURAL PROGRAMME

- Ushering in Class XII : Ms Vibha J, Ms Asha M, Ms Ruby Singh, Ms Shally W, Vice Head B&G
- Training of Emcee X / XI (Teacher Mentor) : Ms Rachna Sondhi
- Setting up of Alumni Registration Desk : Ms Meetu T, Ms Kamna J
- Mementos Packing & Distribution : Ms Philo M, Ms Neha & Class XII teachers
- Dispersal of students : Mr D Bist, Mr Vardhan S and all Class Teachers
- Winding up : Mr Ajay K, Mr Anil K and Support Staff
- Report Press Release : Ms Rumpa B
- Photography/Videography : Mr Yuvraj, Mr Niladri
(Related pics to be captioned and uploaded on school website by 16 Feb, 2024)

4. DRESS CODE

- For Cl XII : Boys : Formal Suits
- For Cl XII : Girls : Western Formal

5. GENSET

- : If the main supply of current is not available, Genset to be switched on by A.O. through electrician

PROGRAMME:

- ✓ Welcome Address by Emcee
- ✓ Address by Pre Primary, Primary, Middle
- ✓ Video – 'Travelling down the memory lane'
- ✓ Speech by Vice President, Student Council
- ✓ Handing over the School Flag from President, Student Council and Head Girl Student council to Vice Head Boy and Vice Head Girl, Student Council
- ✓ Farewell Song
- ✓ Nomination of Batch Representative (Alumni)
- ✓ Address by Principal
- ✓ Concluding remarks by Emcee
- ✓ National Anthem

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

Distribution

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

Asha Prabhakar

Asha Prabhakar
(Principal)

Kindness, Resilience, Respect

