

## ANNUAL ENGLISH PRODUCTION 'BARBIE'

The Annual English Play 'BARBIE' inspired by the iconic Barbie Doll manufactured by Mattel Toys, will be staged on 23 Nov, 2024 (Saturday) in the School Auditorium.

Following are the areas of responsibility to be taken up by the nominated I/Cs :

**OVERALL I/Cs OF THE PRODUCTION : VPL, HM (SR), MS R SONDHI & MS KAMNA JOSHI**

S.N.	AREAS	INCHARGES	DATE OF COMPLETION OF TASK	REMARKS
1	Sound, Light & Mikes	Mr P Pallavi & Mr Swapan		7 Microphones, 6 Foot Mikes & 6 Standing Mikes (To be made available for two days)
2	Costumes	Ms Kamna J & Ms Deepti T		Dresses to be custom made by Vandana Batra
3	Stage Craft, Props, Backdrops	Mr Yuvraj, Mr Niladri & Mr Faiz A		As desired by the director, Ms Rachna S
4	Songs and Background Music	Ms Rumpa B & Ms Susmita S		--
5	Make-Up	Ms K Pandey & Ms Deepti T (To liaison with the makeup man)		Make Up Artist : Services to be hired
6	LED Backdrops and Technical Support	Ms Sonam M & Ms Asha R Mr Rajkumar (Technical support)		As per the instructions from director of play
7	e-Card	Ms Rumpa B, Ms Meetu T		Content to be approved by the Principal
8	Teaser	Ms Meenakshi G, Ms Susmita S		--
9	Hiring of Photographer	Ms Meenakshi G		Vendor : M/s Spectrum Graphics
10	Photography & Videography	Mr Niladri S Das		Vendor : M/s Spectrum Graphics
11	Hospitality	Ms Neha G & Ms Abha B		High Tea to be hosted in Conference Room
12	Floral Welcome	Ms Ruby S		To arrange good planters for the guests and prepare students for the task
13	Gifts For Guests	HM (Sr)		--
14	Dances	Ms Kamna J & Ms Nisha		To be trained by Outsourced Academy, <b>The Dance District (Mr Mayank)</b>
15	Forwarding of e-Cards to Parents	Ms Shubha R & Ms Vibha J		--
16	Overall Ambience & Aesthetics	Ms Nivedita S & Ms Neerja B		Ready in all respects by 20 Nov, 2024
17	Air Conditioning / Gensets / Availability of Electrician	A.O.		During rehearsals and final day A C to be switched on 20 minutes before the play commences. Switch over the Generator before the start of play.
18	Availability of Fire Fighting Equipments	A.O./Mr Ajay /Harinder		Near Auditorium
19	Emcee Preparation & Display of Synopsis	Ms Rumpa B & Ms Poonam S		--
20	Letter of Invite to SMC & CES Members	Ms Anjuni & Mr Santhosh		--
21	Credit Roll	Ms Meetu T & Ms Rumpa B		--
22	Report Writing	Ms Kamna J		23 Nov, 2024



**Asha Prabhakar**  
(Principal)

Distribution

VPL, HM (Sr), HM (Pr), A.O.  
All Staff, Website I/C, File

WE STAND COMMITTED TO SDGs

