**THE BGES SCHOOL(ICSE) 12B Heysham Road Kolkata- 700020**

**NOTICE FOR ANNUAL PROGRAMME : ADMINISTRATION**

**DATE: 19th DECEMBER 2013 (THURSDAY)**

**VENUE: KALAMANDIR**

**REPORTING TIME:**

* **PRE- PRIMARY CHILDREN WILL REPORT AT 1700 HRS AT KALAMANDIR TO BE HANDED AND TAKEN OVER FROM RESPECTIVE CLASS TEACHERS.**
* **THE PARENTS CAN COLLECT THEIR CHILDREN FIFTEEN MINUTES AFTER THE PRE-PRIMARY DANCE.**
* **ARRIVAL OF STAFF & TEACHERS:8.00am**
* **ARRIVAL OF STUDENTS:8.30am**
* **ALL GENTS GROUP ‘D’ WILL REPORT TO SCHOOL AT 0730 HRS.**

**FOOD DISTRIBUTION: LUNCH (1330HRS) AND SNACKS (1630HRS) WILL BE DISTRIBUTED AT THE REAR COURTYARD OF KALAMANDIR. BOTH JAIN AND NON JAIN FOOD FOR LUNCH WILL BE AVAILABLE.**

**NO FOOD WILL BE TAKEN AWAY FROM THE COURTYARD.**

**LUNCH WILL BE SERVED AT 1330 HRS AND SNACKS AT 1630 HRS FROM THE SAME COUNTERS.**

**WATER WILL BE AVAILABLE IN THE GREEN ROOM (2 JARS) AND ALSO NEAR THE FOOD COUNTERS.**

**DEPOSIT COUNTER: WILL BE LOCATED AT THE R EAR COURTYARD. STUDENTS CAN DEPOSIT THEIR PERSONAL BELONGINGS AT THE COUNTER MULTIPLE TIMES.**

**NO ONE IS ALLOWED TO USE THE LEFT SIDE DOOR INFRONT OF THE STAGE ONCE THE PROGRAMME STARTS.**

1. **Due to limited capacity nobody will enter the hall after the performance starts. Mr. Debmalya Sen and his group will be responsible for regulating this.**
2. **Damages and loses will not be acceptable whether these are of school, personal or auditorium properties.**
3. **No littering please.**
4. **Respctive class teachers will disperse the primary children after the show**
5. **TATA 407 will be loaded on 18th December 2013 at 1430 HRS onward infront of the school. All goods required to be sent to Kalamandir to be packed properly and kept in class LOWER NURSERY before 1400HRS with proper tags.**

**SCHEDULE OF WORK FOR THE DAY SHALL BE AS UNDER:**

**STAGE FAMILARISATION: 0900 HRS to 1100 HRS**

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| **Assam** | **9.00am -9.10am** |
| **Bengal** | **9.10am – 9.20am** |
| **Bihar & UP** | **9.20am – 9.35am** |
| **Goa & Maharashtra** | **9.35am - 9.50am** |
| **Gujarat** | **9.50am - 10.00am** |
| **Himachal Pradesh** | **10.00am - 10.10am** |
| **Jammu & Kashmir** | **10.10am - 10.20am** |
| **Punjab** | **10.20am -10.30am** |
| **Rajasthan** | **10.30am -10.40am** |
| **South** | **10.40am -10.50am** |
| **National Anthem** | **10.50am – 11.00am** |

* **GRAND REHARSAL: 1130 HRS to 1330 HRS**
* **MAKE UP & LUNCH ON COMPLETION OF SCENE IN GRAND REHARSAL.**
* **FIRST SHOW: 1500 HRS TO 1630 HRS**
* **SNACKS & TOUCH UP MAKE UP (ON COMPLETION OF SCENE IN THE FIRST SHOW).**
* **SECOND SHOW: 1800 HRS TO 1930 HRS**
* **DISPERSAL OF STUDENTS: 1930 HRS TO 2000 HRS**
* **DISPERSAL OF STAFF & TEACHERS: ON INSTRUCTION OF DHM.**

**DUTIES ALLOTMENT GROUP ‘D’**

* **LADIES: 0800HRS TO 1200HRS-Lata Singh & Reena Mondal in the first & second floor**

 **respectively.**

 **Sheila Singh & Kali Lama in the Green Room.**

 **1200 HRS TO 1700 HRS - Food counter (all four)**

 **1700 HRS TILL END WITH PRE-PRIMARY (Reena Mondal, Sheila, Kali Lama**)

* **GENTS: Front Gate – Subrata Jana & Sankar Roy.**

 **Hall Gate – Soumen Samanta & Bhola Lama.**

 **Deposit Counter – Kajol Mondal & Abhijit Mondal.**

 **Food – Ram Narayan Ray.**

 **Wash Room - Santosh Martha, Gopal Naik, Murli Das & Pritam Das: Ensure**

 **cleanliness and prevention of damage.**