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| **Name of the Event** | **SCHOOL MUSICAL- ‘KOLKATA BROADWAY’** |
| **Date** | **21 DECEMBER 2018** |
| **Time** | **1715h to 1930h** |
| **Venue** | **UTTIRNA** |
| **Chief Guest** | **Shri Subrata Bakshi** |
| **Teachers i/c** | **Mrs. Disha Gadhia, Mrs. Krishna Gadhia & Mrs. Vijeta Vora** |

**EVENT DOSSIER**

**Events schedule-**

**1715h : Welcome of Chief Guest & Floating of Candles**

**1720h to 1730h : Address by President, Hony Gen Secy, Chief Guest, HM**

**1730h to 1900h: School Musical Uttirna**

**1920h to 1930h: School Orchestra performance**

**1930h to 2000h: Dispersal of Students. Parents may leave after collecting their children**

**1930h to 2030h: Distinguished Alumni Awards by BGSP**

**Participants:** All Students from Nursery to class X

**INSTRUCTIONS**

All students are strictly required to follow the instruction given below during the Musical concert. All class teachers and group in charges will ensure that these instructions are understood by all students. Relevant extracts to be noted in school diary.

**Date:** 21 December 2018

**Venue:** Uttirna

* Pre- primary children will report at 1630h at Uttirna, to be handed and taken over from respective class teachers. When facing the stage, teachers will be available on left side below the stage, to receive the students. They will be handed over at the same place. The parents will collect their children immediately after the pre-primary performance.
* Arrival of staff & teachers: 8.00 am
* Arrival of students: 8.30am
* Mrs. Kali Lama, Mrs. Jyoti Singh, Mr. Subrata Jana and Mr. Abhijit Mondal will report to school at 0630 hrs and remaining Group D to report to Uttirna, at 0730h.

**Dress:** Students will come in coloured dress and change into costume for the musical.

**Identity cards:** Compulsorily ID card should be worn around the neck at all times except when participating in the event.

**Attendance:** 0830hrs group wise in the basement of Uttirna, in the Group wise Control area.

**Food:** Lunch will be delivered at Group Controls in the basement of Uttirna. Both Jain and non-Jain food will be available for lunch

**Water:** Water will be delivered to Group Controls as required. For additional water, Teachers In charge of respective Groups may contact Food In charge.

**Security of belongings:** Deposit counters as previously, will be operative under Mr. Jayesh Shah and Mr. Nandy.

**P.S - PARENTS ARE ADVISED NOT TO SEND ANY EXPENSIVE ITEM WITH THEIR CHILD/WARD.**

**All goods required to be sent to Uttirna, to be packed properly and kept in class NURSERY before 1400HRS on 20 December, with proper tags.**

**Cleanliness of Uttirna:** It is everybody’s responsibility to help keep the amphitheatre clean, at all times.Students found littering the amphitheatre are liable to be penalized **.** Also, damages and loses will not be acceptable whether these are of school, personal or auditorium properties.

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**Medical Aid:** The school has organized a First Aid post. All students, guests, parents and guardians requiring medical assistance may report there.

**Instructions for Spectators:** For all spectators, start time for the school musical ‘ Kolkata Broadway’ is 1715h. Timings for students have been given separately.

It is requested that reserved seats may please not be occupied.

Except students of Nursery and KG, no other student is permitted to sit with parents/spectators on the day of the event. Parents are requested to cooperate.

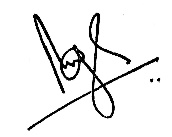
Primary students will be dispersed only under strict supervision from 1st floor of Uttirna Complex (approachable from the read side of the theatre).

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

**STAGE FAMILARISATION: 0900 HRS to 1140 HRS**

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| **Group 1** | **9.00 a.m -9.10 a.m** |
| **Group 2** | **9.10 a.m – 9.20 a.m** |
| **Group 3** | **9.20 a.m – 9.30 a.m** |
| **Group 4** | **9.30 a.m - 9.40 a.m** |
| **Group 5** | **9.40 a.m - 9.50 a.m** |
| **Group 6** | **9.50 a.m - 10.00 a.m** |
| **Group 7** | **10.00 a m - 10.10 a.m** |
| **Group 8** | **10.10 a.m -10.20 a.m** |
| **Group 9** | **10.20 a.m -10.30 a.m** |
| **Group 10** | **10.30 a.m -10.40 a.m** |
| **Group 11** | **10.40 a.m – 10.50 a.m** |
| **Group 12** | **10.50 a.m -11.00 a.m** |
| **Group 13** | **11.00 a.m -11.10 a.m** |
| **Group 14** | **11.10 a.m -11.20 a.m** |
| **Group 15 and Curtain call** | **11.20 a.m – 11.40 a.m** |

* **GRAND REHEARSAL: 1200 HRS to 1330 HRS**
* **MAKE UP & LUNCH ON COMPLETION OF SCENE IN GRAND REHEARSAL.**
* **DISPERSAL OF STUDENTS: 1930H TO 2000H**
* **DISPERSAL OF STAFF & TEACHERS: After dinner.**



Brij Bhushan Singh

Headmaster

13 Dec 18