

## SOP - SCHOOL FUNCTIONS AND EVENTS

- All the main functions (Annual Day etc.) and events (Winter Carnival etc.) shall **be** part of the annual calendar of the school.
- The principal shall nominate chief organizer for the Function/ Event well in advance.
- The chief organiser shall start planning for the event/function well in time.  
**All activities pertaining to function/event shall be coordinated by the chief organiser/Chief Convenor.**
- The Chief organiser shall finalise different committees and their convenors after due approval from the Principal. The committees may be:
  - Reception committee
  - Cultural programme committee
  - Refreshment committee
  - Light and sound arrangement
  - Decoration committee etc.

### **School to constitute committees for the function/event as per requirement.**

- The chief organiser shall ensure that duty list duly signed by the Principal is circulated well in advance to all concerned and their signatures are obtained.
- The convenors of these committees shall work in close coordination with the chief organiser and shall regularly update the principal about the progress of each committee.
- The chief organiser shall prepare sequence of programme for the function and get it approved from the principal.
- The approved programme shall be shared by the chief Organiser with all the convenors who in turn shall share it with all the members of their respective committees.
- The chief Organiser shall prepare budget for the function after inputs from the convenors of different committees and submit the same to the Principal.
- The Principal shall finalise the budget and get requisite approvals from the Secretary/ Manager and Chairman of the school.
- The chief organiser shall ensure that all vendors for the events like:
  - Vendors for light and sound
  - Vendors for Tent arrangement
  - Vendors for Videography
  - Vendors for Refreshment etc.

are finalized well in time.

- The chief organiser shall ensure that all requisite permission for the event like:
  - Permission from Fire Department
  - Permission from Police Department
  - Permission from Traffic Police
  - Permission from District Magistrate
  - Any other requisite permission are obtained in time.
  
- The chief Organiser shall prepare a list of guest/ invitees (VIP and others) and get it approved from the Principal.
  
- The chief organiser shall get the invitation cards printed after due approval from the principal and ensure that these cards are delivered to all invitees well in time.
  
- The chief Organiser shall ensure that function is showcased and popularized amongst all stake holders via circulars, e-mails, posts on social media i.e. school website, facebook page, school apps etc.
  
- **On the day of Functions/Events:**
  - Arrangement for bouquets and saplings for guests.
  - Material for lighting of lamp like candle, diya, thali, match box etc.
  - Arrangement for cleanliness, generators, fumigation if required.
  - Arrangement of medical facility
  - Arrangement of adequate number of security guards.
  - Press release
  - Posting of report on School Website.
  
- **After the School function**
  - Feedback from all convenors
  - Finalization of bill within stipulated time.
  - Certificates of appreciation for participants and volunteers.
  - Feedback from parents.