



**The BGES School (ICSE)
12B Heysham Road
Kolkata 700020**

ADMINISTRATIVE INSTRUCTIONS FOR REPUBLIC DAY 26 JAN 2019

Event Schedule	Saturday	26-01-2019	0900h – 1030h
Venue:	College Campus; 5 LLR Sarani.		
Teacher I/C:	SG		
Co-Ordinator Band:	SG		
Co-Ordinator Dance:	KL		
March Past:	SNS, SUG		
Refreshments:	MSA, RJ		
Spectators:	Attendance classes 5-10 voluntary On confirmation of attendance refreshment coupons to be collected From class teachers by 19 th January		
Audio Video team :	Tagore House.		

Special Instructions:

1. All Staff Members inclusive of all Non Teaching Staff are cordially invited to attend The Republic Day celebration.
2. All spectators to watch the events from the first floor balcony of the college building.
3. All the participants to report the venue as per directions of the Teacher –in-charge.
4. All the spectators to report to the venue 15 minutes prior to the commencement of the Republic Day function.
5. The refreshments will be provided from the ground floor of Walia Hall.
6. Expected strength:

Participants of March Past	60
Participants of other events	40
Spectators	56
Teaching Staff	46
Non-Teaching Staff	19
Total	221

7. Once refreshment coupon is taken attendance will become compulsory. Class teachers will take the attendance for spectators as per their methodology and submit to HM on the next day.
8. Run through will take place on Friday 25th January in the 2nd floor AC hall at 1200h.
9. All participants are requested to bring their costume and make-up as per the instructions of the teacher in charge and not to bring any expensive or valuable things.

02 JAN 2019

Brij Bhushan Singh
Headmaster
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