



CATALYST WORLD SCHOOL

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 the 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:**
 - o Reception committee
 - o Cultural programme committee
 - o Refreshment committee
 - o Light and sound arrangement
 - o Decoration committee etc.

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

- The chief organiser shall ensure that the 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 a sequence of programmes 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 a 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 Chairman of the school.
- **The chief organiser shall ensure that all vendors for the events like:**
 - o Vendors for light and sound
 - o Vendors for Tent arrangement
 - o Vendors for Videography
 - o Vendors for Refreshment etc. are finalized well in time.
- **The chief organiser shall ensure that all requisite permission for the event like:**

- o Permission from Fire Department
 - o Permission from Police Department
 - o Permission from Traffic Police
 - o Permission from District Magistrate
 - o Any other requisite permission is 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 stakeholders via circulars, e-mails, posts on social media i.e. school website, facebook page, school apps etc.
- **On the day of Functions/Events:**
 - o Arrangement for bouquets and saplings for guests.
 - o Material for lighting of lamp like candle, diya, thali, match box etc.
 - o Arrangement for cleanliness, generators, fumigation if required.
 - o Arrangement of medical facility
 - o Arrangement of adequate number of security guards.
 - o Press release
 - o Posting of report on the School Website.
- **After the School function**
 - o Feedback from all convenors
 - o Finalization of bill within stipulated time.
 - o Certificates of appreciation for participants and volunteers.
 - o Feedback from parents.