



SANATAN SCHOOL BHARATPUR

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.