



MOUNT LITERA ZEE SCHOOL, AGRA

DUTY ROSTER

Circular No – 02/2021-22

Date-06.04.2021

PRE- SCHOOL TEACHER'S WORKSHOP

Venue : SUNDRAM
Day/Date : SATURDAY/ 10.04.2021
Timings : 09:00 onwards
Overall in charge : Ms. Diana & MS. Twinkle
On day duty : Nur to V teachers only

S.No.	Responsibilities	Name of Staff Member	Signature
1.	Welcoming the guests with Teeka	Ms.Rajni and Ms Neelam	
2.	Registration Desks	Ms. Gayatri Sharma and Ms Twinkle	
3.	Escort the guests to the Sundaram	Ms Seema and Ms Menka	
4.	Lightning of Lamp	Ms. Seema and Ms.Kaniska	
5.	Anchoring	Ms. Diana and Ms.Manju	
6.	Welcome Song	Mr. Vishal	
7.	Dance	Mr. Rahul	
8.	Photography	Mr. Vishal & Mr. Rahul	
9.	Decoration	Ms. Nikita and Ms.Manju	
10.	Making of Badges	Ms.Nikita and Ms.Kanishka	
11.	Planter	Mr. Vishal	
12.	Music/Sound/light Arrangements	Mr.Vishal and Ms. Vinay	
13.	Seating Arrangements	Mr. Vinay and Mr Dharmender	

14.	Arrangement of Refreshment +Tea + Water+ Lunch	Mr.Vinay and Mr. Dharmender + Ms. Menka	
15	Certificates	Mr. Ravi	
16	Letter to school	Mr. Ravi	
17	Gifts	Ankur Sir	

SEQUENCE OF PROGRAM :-

1. Registration at Reception :- 09:00 – 09:30a.m
2. Welcome Song :- Mr. Vishal at 09:45a.m
3. Lightning of the Lamp :-10:00a.m
4. Welcome Dance :- Mr.Rahul at 10:15a.m
5. Initiation of the Workshop :- 10:15 – 12:00p.m
6. Vote of Thanks :- Ms.Kavita at 12:00p.m
7. Felicitation of Trainer and Certificate Distribution :- 12:30p.m
8. Group Photo :- 01:00p.m
9. Lunch Break :- 01:15p.m onwards