



Annual Day Guideline

Purpose

This guideline provides a road map to plan and execute Annual Day program for each center.

Procedure

Events and celebrations are an important and integral part of Arise 'n' Shine. The Annual Day program is the most awaited grandeur event that all of us look forward to celebrating. As this is a grandeur event, we want to plan this event effectively to create the "WOW" factor. This detailed procedure, is designed from our years of experience, helps to plan for Annual Day in organized manner.

Here are the steps to execute the plan:

The entire event should not exceed 2 hours. Even if you plan to combine your center with another center, you can jointly plan the event not to exceed 2 hours.

1. Events planned for the Annual Day has to be of highest quality and represent the International standard.
2. Frequent huddle is required to plan the event effectively. Follow the schedule provided in the teacher's calendar to plan your huddle.
3. The teacher's shall come up with a Theme, costume, timing, props if needed, sequence of the program and individual roles and responsibilities.
4. The events can be a Song, Dance, Theme based dance or a Skit, Fashion parade and other age appropriate programs. The lyrics of the songs shall be chosen carefully, appropriate to the children. Only tunes, BGMS or instrumentals of movie songs shall be used.
5. Ensure that each child is participating in the program.
6. Teacher's Performance: This is optional. The teacher's shall perform a choir Song or a Dance or a Dance drama.
7. Each event shall not exceed more than 5 minutes.
8. The teacher's shall have additional copies of the Music CD's during practice time.
9. Plan for the costume appropriate for the program. If required you may rent / purchase the costume.
10. Each center should identify a member to compere for the Annual Day program. If this is a joint event combined with more than one center, identify a compering person collectively.
11. The program starts with a Prayer song followed by a Welcome Speech by the Center Head. Prayer song lyrics and song tunes are provided in the kit.
12. Grand Finale: This is optional. A Grand Finale is always a nice way to close an event. Few ideas: Teacher's Performance or Dance Performance from any Dance Studio.



13. Show Case MyBeeClub Programs: You may use this platform to show case your MyBeeClub programs like Younglead, Dance and Kids Yoga. Spoken English or Younglead child can join hands with the compering person to serve as the Master of Ceremony.
14. Close the event with a National Anthem.
15. The Center Head shall use the Checklist for effective planning.

Parent Letter

There will be two parent letters. The first letter shall be sent two weeks prior to the Annual Day. The second letter shall be sent a week before the Event.

Annual Day Practice

1. Practice shall be done between 10.50 am to 11.15 am for the morning batch and 2.20 pm to 2.45 pm for the afternoon batch.
2. Review the teacher's calendar for practice schedules.
3. During practice sessions the teachers shall use appropriate props as necessary.
4. The teachers shall plan their position on stage.
5. During rehearsal, the Center can simulate the flow of events as it happens during the Annual Day.

Dress Code

1. Children shall come dressed in their costume on Annual Day. Additional accessories can be provided at the auditorium.
2. Teacher's shall come with the party wear - could be a saree or a chudidhar. Plan to have a uniform dress code among the teachers.

Reference Supporting Documents

1. Annual Day - Check List
2. Annual Day - Event Planning - Center Name
3. Annual Day - Expense Report - Center Name
4. Annual Day - Closure Letter - Template
5. Compering Template
6. Auditorium Label Prints
7. Designs - Stage, Invitation, Tickets, Banner
8. Music - Showers of Blessings, National Anthem
9. Sample Parent Letter - 1st Letter
10. Sample Parent Letter - 2nd Letter