



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved Electronic City, Bengaluru - 100

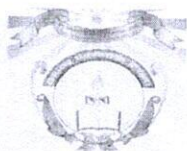
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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

RAZZMATAZZ 2K22

EVENT INCHARGES

Sl.no.	Committees /Duties	Faculty in-charge	Roles and Responsibilities
1	Master of ceremony (formal and informal)	Dr. Noor Dr. Madhuramozhi Prof. Jeseentha Prof. Ronita	Select students for formal (inauguration) and informal (Adaptune, Choreography, Fashion Show) MC for open stage. And only informal for Closed Audi for competitions (Group Song, Mime, Short film) and train them accordingly with the script. Select different students to propose Welcome Address, Guest Profile Reading, Vote of thanks, Valedictory ceremony.
2	Invitation and certificate designing	Prof. Ashwini C	Designing invitation and certificate of merit, participation and organizing.
3	Registration	Prof. Madhusudan Prof. Lakshmi B Prof. Deepa Shree Prof. Geetha P S	Taking care of on spot registration, payment for various events, coordinate with online registration desk for each event. Distribution of Chest Numbers as and when the other colleges teams arrive and guide them to the venue respectively.
4	Stage decorations and arrangement (On and Off Stage)	Prof. Kavya Shree Prof. Priya Prof. Nagarathna Dr. Sivagami Prof. Sivakami B	Stage Decorations, Seating Arrangements, Stage arrangements with students to give bouquets, mementos, chairs on the stage as and when required etc., and coordinate with hospitality and MC committee for the same
5	Hospitality	Prof. Veena Prof. Victoria	Receiving of the Guest and hospitality till they leave. Coordinate with the Management



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			and Chief Guest in charge. Arrangement of waiting room if needed. Also take care of the refreshments and food for them.
6	Filler Performances	Prof. Vanitha Prof. Mousime Prof. Mamatha K	Identify few students who are not part of the competition to showcase their talent for entertainment. Arrange for fillers as and when required on the stage and have a check on their availability on time. Coordinate with the MC and Cultural Committee for the same.
7	Certificate writing and distribution of Prize money with certificates (Receiving Dummy Cheques and Certificates)	Prof. Sathishwari Prof. Chithra Prof. Chaithra	Coordinate with filing committee to get the names and other details of winners and participants for each event and write certificates for the same. Coordinate with the committee incharge of valedictory for Distribution of Dummy cheque along with the certificates and Prize money
8	Invitation dispatch and inauguration ceremony	Cultural Committee	Inauguration of RAZZMATAZZ 2K21
	• Prayer song	Prof. Diliya Prof. Victoria Prof. Keerthi	Identify students from college choir for prayer song and train them and also have a check on their availability in time on the day of the event
	• Welcome address	MC	Select a student for welcoming the gathering and chief guest. Help student with the Script and train them for the same
	• Inaugural dance	Prof. Sailaja Prof. Gowthami	Identify classical dancers interested for welcome dance, train them and check on their availability on stage in time.
	• Introduction of Chief guests	MC	Select a student to read the profile of the guest. Help student with the Script and train him/her for the same
	• Vote of Thanks	MC	Select a student for proposing vote of thanks. Help the student with the script and train him/her for the same
9	Green rooms –girls	Prof. Jennifer Prof. Soniya Ashok	Coordinate with the registration committee and arrange for green



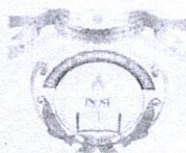
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		Prof. Ajitha Prof. Regimol	rooms to get ready for girl participants
10	Green rooms – Boys	Prof. Johnson Prof. Lavin	Coordinate with the Registration committee and arrange for green rooms to get ready for boy participants
11	Adaptune	Prof. Dhanujakshi Prof. Akshaya	Receipt of files from filing committee, Refreshments for the judges. Hand over the file back to filing committee with judgement sheets winners and signature on it without fail
12	Choreography	Prof. Rashmi Dr. Pandikani	Receipt of files from filing committee, Refreshments for the judges. Hand over the file back to filing committee with judgement sheets winners and signature on it without fail
13	Group Song	Dr. Prakash Ranjare Prof. Rakshitha	Receipt of files from filing committee, Refreshments for the judges. Hand over the file back to filing committee with judgement sheets winners and signature on it without fail
14	Fashion Show	Dr. Nebula Prof. Ramandeep Kaur	Receipt of files from filing committee, Refreshments for the judges. Hand over the file back to filing committee with judgement sheets winners and signature on it without fail
15	Short Film Making	Prof. Kumara Dr. Reva Prasad	Receipt of files from filing committee, Refreshments for the judges. Hand over the file back to filing committee with judgement sheets winners and signature on it without fail
16	Mime	Prof. Mangayarkarasi Prof. Kumar N	Receipt of files from filing committee, Refreshments for the judges. Hand over the file back to filing committee with judgement sheets winners and signature on it without fail
17	Discipline Committee	College Discipline Committee	Make sure that only students with ID cards are entering the college.



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			Maintain discipline at the registration desk, open stage, Closed Audi and wherever students seem to be in groups on the day of the event
18	Valedictory and distribution of prize money	Prof. Annie Christila Prof. Kusuma Prof. Roshny Anne Koshy	Collect the requirements from stage committee. Collection of Prize Money and Dummy cheques and Coordinate with certificate committee and MC committee for the event flow as per agenda and distribution of prizes accordingly
19	Stalls and sponsorships	Prof. Druva Kumar Prof. Maruthi Prof. Devidas Tukaram Prof. Karibasavanagowda	Identify a few students or outsiders who are willing to put any kind of stalls (Rs 750 chargeable for students and Rs 1500 chargeable for outsiders) on the day of the event Get the details of type and nature of the stalls. Provide them with the requirements
20	LED performances (Technical support)	Prof. Lakshmi C B Prof. Saranya	Preparing PPT and displaying the same according to the agenda for the whole event. Playing random music for Adaptune event. Playing the given music for the Group Choreography and Fashion show.
21	Judges Incharge	Prof. Devichandrika Prof. Maya Mathew Prof. Madhuri	Receiving judges of various events and their hospitality till they leave Arranging for waiting rooms for them if needed
22	Chief Guest Incharge	Prof. Shantharaju Prof. Sudhakar	Finding a Chief Guest for the event and coordinating with the hospitalit committee and the management
23	Filing Committee	Dr. Tharini Prof. Archana Prof. Uma Maheshwari	Distribution and Receipt of files before and after the event Coordinate with certificate committee
24	Arrangement of files	Prof. Benet Prof. Deepa S	Collection of Stationery and refreshments for judges from cultural committee and arrangement of files according to events