



Republic Day Celebration

CHECKLIST

Date: 26th January 2025 (Sunday)

Time: 09:00 AM onwards

Venue: MAIC Campus, Raipur

Programme Incharge:- Ar. Neha Agase

S. No	The Mood & Events	Responsibility Center	Supporting Staff Responsibility	Sign.
1	Thanks Letter	Mr. Gopi ✓	Pradeep	
2	Flex, Screen, Backdrop, Aman, Amplifier	Mr. Aman, Mr. Amol ✓		
3	Preparation of Invitation Letters to Trustees, Guests	Mr. Gopi ✓		
4	Telecalling to Trustees & SMS to Trustees, Guests, Student Groups	Ms. Shaheen, Ms. Rishita		
5	Reminder Call & SMS to Trustees	Ms. Shaheen, Ms. Rishita		
6	Table Arrangements, Pooja Preparations	Ms. Heena, Ms. Navnee	Chandrakant, Motin, Pinkey	
7	Ground & Stage preparation & Seating Arrangement for Special Guests, Faculties, Students	Mr. Mallikarjun, Mr. Jagdish, Mr. Mahesh, Mr. Degree ✓	Kanhiya, Sanjay, Pradeep	
8	Ground & Stage Decoration	Ms. Alekhya, Ms. Prema	Sanjay	
9	Escorting of Guest with Color Party	Dr. Degree Patel & R R Team ✓		
10	Flag Hosting Arrangement & Chalk Line	Dr. Degree Patel & R R Team ✓	Sanjay	
11	March Past Practice & Preparation	Dr. Degree, Mr. Abhijeet, Ms. Neelima ✓		
12	Procuring of Rangoli	Ms. Seema, Ms. Poorvi ✓		
13	Procuring of Bouquets & Garlands	Ms. Sakshi, Ms. Rishita	Pradeep	
14	Press (Pre & Post)	Ms. Anuradha & Team	manisha mam Navhee mam	
15	Photographer (Booking & Follow-up)	Ms. Seema		
16	Dance Culture Coordinator	Ms. Shobha, Mr. Hassan with Mr. Ajay ✓		
17	MAIC Band Music	Ms. Anuradha, Mr. Navin, Mr. Jay Narayan		
18	Sound System, CD Arrangement	Mr. Bhavesh		
19	Refreshment for Guests	Ms. Anjali, Ms. Sadhvi, Ms. Vandana		
20	Refreshment Procurement	Ms. Vandana	Mr. Uday	
21	Refreshment for Faculties & Students (Food Box)	Ms. Anshu, Ms. Dolly, Mr. Pushpak, Mr. Jitendra, Mr. Vikas	Kanhiya, Sanjay, Pradeep	
22	Discipline Incharge	Discipline Committee & All Faculties		

Ar. Neha Agase Incharge

Ms. Rashmi & Ms. Himani Programme Directors

Ms. Shweta Mishra HR Head/Administrators

Dr. M. S. Mishra Principal

10-1-25