

Mukul Hindi School – Function Guidelines

For each function of Mukul Hindi School, in terms of managing the kids before, during and after their scheduled program items, Teachers and Committee members are requested to adhere to the following guidelines:

1. Encourage all kids to participate from each class. Avoid emphasis on selected kids as we wish to encourage all kids to participate.
2. Kindly note that all background songs to be played should be emailed in mp3 format at least 2 weeks in advance to cultural@mukulhindischool.org (CDs or audio cassettes or group recording requests will **not** be entertained last minute).
3. Please try and avoid any laptop/projector requirements as the quality of a projection on a brightly lit stage is less than adequate.
4. As far as possible, students should come dressed from home for their performance to save time and go straight to class on function days.
5. **Parents** are requested not to accompany their children to stage and **Teachers** are requested to manage kids in the gym/auditorium until the program ends. Doors to cafeteria and/or snack distribution will only be opened after the program ends.
6. Kids to be MCs of their own show (can even put more kids on rotating basis). Typically 1 kid speaks in English and 1 in Hindi.
7. For Annual Function only, to keep students hydrated and alert, the committee will provide water bottles and dry snacks backstage. After each item the students can eat dry snacks backstage before going back to sit in the rows assigned to their grade/teacher until program ends.
8. Please note that there is no eating or drinking allowed within the gym/auditorium.
9. To provide enough time for the items performed, we recommend following time limits:
 - Grades JK to 3 program duration to be 3-5 minutes at maximum
 - Grades 4 to 8 and Credit school program duration to be 7-10 minutes at maximum
10. Use of glass props (such as glass vase) is prohibited on stage for safety reasons - you may use clear plastic vases instead.
11. Students to clean up their props from stage after their performance so that next program can start quickly.