

DHSJBS 50th Anniversary Celebrations Corps Briefing



Overview

- **Date:** 03 March 2018
- **Time:** 0800 HRS - 1700 HRS
 - Registration starts at 1100 HRS
- **Guest of Honour:** Dr. Chen Sze Hua

Objectives

- To commemorate the 50th Anniversary of our Corps
- To gather former alumni and present members in celebration
- Theme: 传承50

Overall programme

Time	Activity
0800HRS	50th Preparations <ul style="list-style-type: none">- Exhibition Set Up- Registration Set Up- Hall Decoration / Layout- Performance Rehearsal
1100-1200HRS	Registration and Cocktail Reception <ul style="list-style-type: none">- Carpark Marshalls- Ushers- Servers
1200HRS	Dinner <p>Speeches by GOH, TIC Presentation of tokens of appreciation Video/Cadet Performance/ Alumni Performance Cake-cutting Presentation of tokens of appreciation to TICs Mr Hia's Speech School Song</p>
1545HRS	End of Programme

CADET INVOLVEMENT

- Representative of Corps and School
- Everyone will have a role to play on 50th celebrations
- Involvement and Celebration

Roles include:

- + Carpark Marshalls
- + Cocktail Servers (Foyer and Heritage Room)
- + Foyer AV
- + Performers and Crew
- + Registration Booth
- + Main Hall AV
- + Ushers
- + Photo Printing Assistants
- + First Dish Serving

CADET INVOLVEMENT

- For each role, there are:
 - Teacher I/C
 - Comm I/C
 - Senior I/C

CADET INVOLVEMENT

- **Teacher I/C**

- Entertain special guests
- Senior I/C may contact Teacher I/C should they require any school based assistance (Eg: To get keys to certain areas)

- **Comm I/C**

- Senior I/C may contact Comm I/C if unsure of anything

- **Senior I/C**

- In charge of all involved in the role
- Members to follow his/her instructions

CARPARK MARSHALLS

- Teacher I/C: MR HO WENG LUN
- Comm I/C: LIM JIA RONG
- Seniors Involved:
 - CHUAH CHONG KHOON
 - YANG CHEN
 - BRIAN CHIN ZE KANG
 - SOONG LE XUAN

CARPARK MARSHALLS

- **ATTIRE**

- Corps Tee / School Bottoms

- **ROLES**

- 50th Prep Time (0800-1000)**

- Set up / Logistics preparations (Hall and Foyer Area)

- 11.00am – 11.45am**

- Direct and organise traffic flow
 - Maximise parking space
 - Ensure safety of pedestrians and vehicles

- **Change into performance attire/smart casual at 11.45am**

COCKTAIL / FOYER AV

- Teacher I/C: MS GERALDINE JOSEPH, MR LIM PIA LEONG, MS SHI MENG CHEN
- Comm I/C: LIM ZHI YING
- Senior I/C: CHUI JUN KIT
- Cadets involved:
 - CHUA TIAN XIN VICTORIA (VIP Reception)
 - TAN YIN LYNN (VIP Reception)
 - CHUA KAI LYN RENNY
 - LEE LU YI
 - KHO KAI YI
 - LIM YI LIANG
 - POH CHIENG NING
 - SIM YU YUN
 - TENG XIN YI

COCKTAIL / FOYER AV

• ATTIRE

- Cocktail/Foyer AV: Corps Tee / School Bottoms
- VIP Cocktail: Full Brigade Uniform

• ROLES

50th Prep Time (0800-1000)

- Set up exhibition area and cocktail tables / Logistics preparations

11.00am – 11.45am

- Foyer AV
 - Ensure the videos are played during the exhibition.
 - Explain to the guests about the videos/photo exhibits if needed
- Cocktail
 - Ensure all guests have a drink

• **Change into performance attire/smart casual at 11.45am**

PERFORMERS

- Comm I/C: YEUNG LOK YAN LYDIA
- Senior I/C: CHUA WEI NING DENISE, NAI JIA WEN JOEL, TAN WEI LING
- Cadets involved:

PERFORMERS

- **ATTIRE**

- Full Brigade Uniform
- PE Attire
- Black T-shirt and jeans

- **ROLES**

50th Prep Time (0800-1000)

- Rehearse and perfect your performance item
- Present a good performance item, with vitality and with the right emotions

REGISTRATION BOOTH

- Teacher I/C: MS LOW XINTIAN
- Comm I/C: LIM YIXI
- Senior I/C: NAI JIA WEN JOEL
- Members involved:
 - LIM QIYANG
 - NG WEN MIN
 - TAN WEI LING

REGISTRATION BOOTH

- **ATTIRE**

- Attire for dinner

- **ROLES**

- 50th Prep Time (0800-1000)**

- Set up reception area & logistics preparation
 - To help with Set up of hall

- 11.00am – 12.00pm**

- Ensure that guests feel welcomed + know where to go
 - Register attendance
 - Ensure efficient payment collection (if needed)
 - Ensure proper signing of guestbook
 - Directing guests to cocktail reception (with the help of ushers)

AV PERSONNEL

- Teacher I/C: MR MAX
- Senior I/C: FANNIE KOH XIANG YI
- Seniors involved:
 - CHUA WEI NING DENISE
 - LIM QI YANG
 - NG WEN MIN

AV PERSONNEL

- **ATTIRE**

- Black Shirt & Jeans (AV personnel)

- **Roles**

- **50th Prep Time (0800-1000)**

- Full Dress Rehearsal
- Test and ensure AV equipment is working

USHERS

- Comm I/C: CHONG WEI JIAN
- Senior I/C: ALYCIA LEE ANN REI
- Cadets involved:
 - GOH SI HUI
 - CHUAH MARIANNE WEI LIN
 - KELLYN TAN YAN YI
 - LOW JINGXUAN ALYSSA
 - SARAH ONG CHU XIAN
 - SOH XINQIAO

USHERS

- **ATTIRE**

- Corps Tee + School Bottoms

- **ROLES**

50th Prep Time (0800-1000)

- Set up reception area & logistics preparation
- To help with Set up of hall

11.00am to 11.45am

- Direct guests to respective areas (Foyer for registration / hall)
- Ensure smooth flow of guests
- Ensure that guests are not lost

Change into performance attire/smart casual at 11.45am

PHOTO PRINTING ASSISTANTS

- Senior I/C: Cheryl Ying
- Seniors involved:
 - ERIC HO CHI KIAT
 - KWA ZHI CHENG
 - LAI WAN JUN
 - NG ZIXIN
 - CHUI JUN KIT
 - ALYCIA LEE ANN REI

PHOTO PRINTING ASSISTANTS

- **ATTIRE**

- Attire for dinner

- **ROLES**

- 50th Prep Time (0800-1000)

- To help with Set up of hall and Exhibition Area

- During Lunch

- To help operate photo printers to make sure that all tables receive their table photos by end of event

FIRST DISH SERVING

- **ATTIRE**

- Respective attires you have been told for your main role

- **ROLES**

- 50th Prep Time (1000-1030)

- Training by Caterer

- During Lunch

- To serve the first dish
 - Significance

GENERAL CONDUCT

- Be polite with our guests
- Behave appropriately during the dinner
 - Avoid any unnecessary screaming / shouting
 - Obey proper dinning etiquette
- Should you need to use the washroom, please exit by only the back / side doors

DINNER ATTIRE

Smart Casual

- Acceptable attire:
 - Males: Collared shirts / Full length bottoms
 - Females: Dresses (knee length) / Skirts / Full length bottoms
 - Foot wear: Covered shoes (no heels)

- Unacceptable attire:
 - Males: T shirts / Bermudas/ Torn jeans
 - Females: Spaghetti / Tubes/ Torn jeans
 - Foot wear: Slippers / Sandals

DINNER ATTIRE

- **Acceptable Hair-Do**

- Males: Follow school guidelines (Slope hair)

- Check school handbook!

- Females: Follow school guidelines

- Check school handbook!

- Letting down of hair is fine (after the first dish is served)

THE END

- Any questions?