

FNCNY

12 April 2022

All Members

ADMINISTRATIVE INSTRUCTION

FNC Charity Integration Night at Nepalese New Year 2079 BS

Reference:

- A. FNC Constitution.
- B. FNC Committee Meeting Dated 20 Mar 22.
- C. Chairman's Message Dated 30 Mar 22.

GENERAL

1. As discussed in the meeting on Sun 20 Mar 22, this year's New Year celebration party for the Folkestone Nepalese Community will be held on Sat 16 Apr 22 at The Harvey Grammar School in Folkestone CT19 5JY.
2. The aim of this instruction is to notify all members regarding the celebration and briefly outline the details and tasks.

ATTENDANCE

3. All members and their families are expected to attend the New Year Celebration Party. A notice has been broadcasting from BFBS as arranged by the Gen Secretary and members have been notified through FNC Viber and emails as well.

FINANCE

4. Expenses will be covered by levying £15.00 for adults, £12.00 for Senior citizens, £8.00 children under 12 – 6 and children under 5 are free.

TIMINGS

5. The outline timings will be as follows:

Sat 16 April 22

- 1000 hrs - All available members assemble for preparation and decoration of Party Hall.
- 1545 hrs - Committee members arrive.
- 1600 hours - All members arrive with families.
- 1630 hrs - Starter open (Food).
- 1700 hrs - Guests arrival.
- 1800-1930 hrs - Main Course (Food).
- 2000 hrs - Formal Programme.
- 2015-2100 hrs - Entertainment as arranged by the Cultural Sec (Children).

2100-2200 hrs - Cocktail Dance.

2200-2240 hrs - New year Celebration Preparation. At 2359 hrs New Year Celebration.

0030 hrs - Party Ends.

FOOD

6. Food Stall will be provided by Lemon leaf Restaurant and Bar, under direction of Senior Citizen Coordinator Mr Bishnu Bahadur Singh, assisted by Media Secretary Mr Hari Kumar Rai, Youth Coordinator Miss Kanchan Roka Magar and their team. The following MENU will be served:

a. Starter

Samosa (Indian)

Aludam

Chicken Wings

Mixed Achar

Chutney

b. Main Course

Plain Rice

Daal

Mix Veggies

Chicken Curry

Pork Curry

Matar Paneer (for vegetarians)

Chutney

Salad

Papadum

Green Chillies

c. Desserts

Dahi + Gulab jamun with Yoghurt

DRINKS

7. Gurkha Hill will provide drinks stall for the party. Drink OIC Secretary Mr Gamsher Rai and his team is responsible for coordinating the collection of drinks from Gurkha Hill and selling them. No emphasis needed for the consequence of drink and drive. So please DO NOT DRINK AND DRIVE.

ENTERTAINMENT

8. The Cultural Secretary Mrs Indira Rai, Ladies Coordinator Mrs Jyoti Rai and their team is responsible for organising dances and stage songs appropriate for New year's party.

CHARITY RAFFLE DRAW

9. The Vice Chairperson Mrs Mamata Gurung and Ladies Coordinator Mrs Jyoti Rai is responsible to coordinate and run the Charity Raffle Draw for the new year's party. The price for the Charity Raffle will be covered by compulsory contribution from the Executive Committee Members and voluntary contribution from Trustees/Advisors.

PA SYSTEM

10. Sports Secretary Mr Bhaskar Rai is responsible for organising a suitable PA system and mixtures of our favourite Nepalese/English songs for the cocktail Dance.

TICKET AND FINANCE

11. Treasurer Mr Bikram Rai and Assist Treasurer Mr Abesh Rai are responsible for coordinating tickets for selling and recording expenditure/income from the party.

STAGE AND HALL DECORATION

12. Property Secretary Mr Man Bahadur Rai, Assist Property Secretary Mr Prithviraj Rai is responsible for preparing and decorating the main party hall. All available members should assist with completing this task.

HEALTH AND SAFETY

13. Health and Safety is the responsibility of everyone however, all parents are requested to take extra care of their children's safety throughout the evening. A comprehensive Health and Safety risk assessment will be carried out before the event. Mr Suman Chandra Rai will give a short briefing about the Health and Safety at the beginning of the party.

GUESTS

14. The Chairman and General Secretary will inform the committee regarding the confirmed guests' attendance. The Trustees/Advisors are requested to host the guests.

RESPONSIBILITIES

14. The final meeting held on Sun 20 Mar 22 has confirmed the following responsibilities:

Event Manager: Chairman Mr Jhapindra Bahadur Thapa
Event Coordinator: Vice Chairman Mr Suman Chandra Rai
Assistant Event Coordinator: Vice Chairperson Mrs Mamata Gurung
OIC Food: Senior Citizen Coordinator Mr Bishnu Bahadur Singh
OIC Drinks: Secretary Mr Gamsher Rai
OIC Entertainment: Cultural Secretary Mrs Indira Rai
OIC Charity Raffle: Vice Chairperson Mrs Mamata Gurung
OIC Finance/Ticket: Treasurer Mr Bikram Rai
OIC Sound System: Sport Secretary Mr Bhaskar Rai
OIC Decoration: Property Secretary Mr Man Bahadur Rai

OIC Health/safety: Vice Chairman Mr Suman Chandra Rai
OIC Guest: Chairman Jhapindra Bahadur Thapa and Gen Secretary Dr Maha Rai
OIC Publication: Media Secretary Hari Kumar Rai

CAR PARKING

15. The car park area is free at The Harvey Grammar School's parking area.

EVENT SECURITY

16. Caretaker will be provided by The Harvey Grammar School area until the end of function. Additionally, Executive Committee members and Trustees/Advisors are expected to be vigil.

CONCLUSION

15. All members are requested to pass this information to members who do not have access to the internet. All members not on essential duties are requested to volunteer with preparation and washing up routine. Any New Year in every calendar marks an important day in our lives. It affords us an opportunity to learn from the mistakes of our previous year and hence, move forward with a new resolution.

Happy New Year 2079 BS.

(Original signed)
Suman Chandra Rai
Vice Chairman/Event Coordinator