

FNCNY

16 March 2023 & 04 Apr 2023

All Members

ADMINISTRATIVE INSTRUCTION / EVENT PLAN

FNC Charity Integration Night at Nepalese New Year 2080 BS

Reference:

FNC Constitution.
FNC Committee Meeting Dated 01 Jan 23.

GENERAL

As discussed in the meeting on Sun 01 Jan 23, this year's New Year celebration party for the Folkestone Nepalese Community will be held on Friday, 14 Apr 23 at **The Bar Invicta**, Cheriton Road, Folkestone, Kent, CT19 5JU.

The aim of this instruction is to notify all members regarding the celebration and briefly outline the details and tasks.

ATTENDANCE

All members and their families are expected to attend the New Year Celebration Party. A notice will be broadcast from BFBS as arranged by the coordinator and General Secretary to notify through FNC Viber and emails as well.

FINANCE

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

The outline timings will be as follows:

Fri 14 April 23

1000 hrs - All available members assemble for preparation and decoration of PartyHall.

1545 hrs - Committee members arrive.

1600 hours - All members arrive with families.

1700 hrs - Guests arrival.

17:300 -1930 hrs - Main Course (Food).

2000 hrs. - Formal Programme.

2015 - 2100 hrs - Entertainment as arranged by the Cultural Sec (Children).

2200 - 2240 hrs - New year Celebration Preparation.

At 2359 hrs - New Year Celebration.

0030 hrs - Party Ends.

FOOD

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 Mr Kuiehang Limbu & Miss Kanchan Roka Magar, and their team. The following MENU will be served:

Food Course

- Plain Rice
- Pilau Rice
- Pork Curry
- Chicken Curry
- Matar Paneer (for vegetarians)
- Daal
- Salad
- Mix Achar
- Papadum
- Tomato Chutney

Desserts

- Gulab Jamun with Yoghurt

DRINKS

Gurkha Hill will provide drinks stall for the party. Drink OIC Secretary Mr Chitra Tamang, Jit Pun and their team are responsible for coordinating drinks with Gurkha Hill and selling them. No emphasis needed for the consequences of drink and drive. So please **DO NOT DRINK AND DRIVE**.

ENTERTAINMENT

The Cultural Secretary Mrs Indira Rai, Ladies Coordinator Mrs Jyoti Rai and their team are responsible for organising dances and stage music(songs) appropriate for New year's party. Also, youth coordinator Kuiehang Limbu to liaise and support form the youth.

CHARITY RAFFLE DRAW

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

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

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

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

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. The coordinator will give a short briefing

about Health and Safety at the beginning of the party.

GUESTS

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

RESPONSIBILITIES

The meeting held on Sun 01 Mar 23 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 Chittra Gomden
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 Mr Hari Kumar Rai and Gen Secretary

CAR PARKING

The car park area is free at The Bar Invicta's parking area.

EVENT SECURITY

Caretaker Bar Invicta Mr Matt Norries will be provided by The Bar Invicta & Function area until the end of function. Additionally, Executive Committee members and Trustees/Advisors are expected to be vigilant.

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 2080 BS.

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