

FNCNY

28 Mar 2024

All Members

ADMINISTRATIVE INSTRUCTION

FNC Charity Integration Night at Nepalese New Year 2081 BS

Reference:

FNC Constitution.
FNC Committee Meeting dated Sun 14 Jan 2024.

GENERAL

As we agreed on the Sun 14 Jan 2024 meeting, the FNC will have this year's New Year BS celebration which will be held on Sat 13 Apr 24 at the Hawkinge Community Centre with the Post Code: CT18 7FP.

This instruction's purpose is to inform all members about the celebration and give a summary of the details and tasks.

ATTENDANCE

The New Year Celebration event is for all members and their families to join. The Chairman / General Secretary has organized a notice to be aired from BFBS and all members have received the information through FNC Viber and emails too.

FINANCE

The event cost will be covered by tickets of **£20.00** for adults and senior citizens and **£10.00** for children from 6 to 12 years old and children under 5 years old do not pay.

TIMINGS

The following times will be the outline:

Sat 13 April 24

1200 hrs. - All available members assemble for preparation and decoration of event hall

1545 hrs. - Committee members arrive

1700 hrs. - All members arrive with families

1730 hrs. - Guest Arrival

1800 hrs. - Meal

2000 hrs. - Formal Program (Includes Felicitation)

2030 hrs. - Cultural Entertainment (Includes Raffel)

2230 hrs. - Kushi ko Naach / Cocktail Dance

0005 hrs. - Event Concludes

FOOD

Lemon leaf Restaurant and Bar will supply the Food Stall, led by Mr. Chandra Bahadur Shai, the Food & Beverages Secretary, and his Assistant, Mr. Ramesh Rai.

Food Menu

Plain Rice
Pilau Rice
Pork curry (30%)
Chicken Curry (Giriraj)
Pork Bhutuwa (Boneless)
Razma Daal (Tadka)

Mix Veg(Alo+Kopi+Simi+Mus)
Salad
Papad
Tomato Chutney
Matar paneer (Veggies only)
Green Chili

Nuggets & Chips (Kids only)

Dessert

Gulab Jamun with yoghurt

DRINKS

You need a coupon to buy drinks. We urge all the members and attendees to get the coupon beforehand or on the day. Drinks' coupon sales will be handled by Treasurer Mr. Bikram Rai, Assistant Mr. Abesh Rai, and Property Secretary Mr. Man Bahadur Rai.

The Food & Beverages Secretary and Assistant Secretary Mr. Chandra Bahadur Shai and Mr. Ramesh Rai will be responsible for the supply of drinks for the event.

No emphasis is needed for the consequences of drinking and driving. So please **DO NOT DRINK AND DRIVE**.

Drinks Menu:

Water / Kid Juice - £1.00
Soft Drinks - £2.00
Red / White Wine - £3.00
Sella / Foster - £3.00 or 2 for £5.00
Famous Grouse / JD: £3.00 - 25ml or 50ml for £5.00

ENTERTAINMENT

The Cultural Secretary Ms. Susma Thapa, Assistant Cultural Secretary Mr. Ganesh Pun, Ladies Coordinator Mrs Indira Rai, Assistant Ladies Coordinator Mrs Dhanu Limbu and Assistant youth Coordinator Kanchan Roka and their team will arrange cultural and traditional dances and stage songs suitable for New Year's event.

CHARITY RAFFLE DRAW

The Charity Raffle Draw for the New Year's event is managed by the Vice Chairperson Mrs Mamata Gurung, Ladies Coordinator and their team. The Executive Committee Members will provide a mandatory donation for the Charity Raffle, and the Trustees/Advisors will give a voluntary donation. Local businesses can also sponsor the raffle voluntarily.

PA SYSTEM

It is the duty of Mr. Bhaskar Rai, the Sports Secretary, to arrange a proper PA system and a selection of our preferred 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 and drinks' coupon for selling and recording expenditure/income from the party.

STAGE AND HALL DECORATION

The main party hall's preparation and decoration is the responsibility of Property Secretary Mr. Man Bahadur Rai and Assist Property Secretary Mr. Prithviraj Rai. Member Mr. Rim Kaucha and any members who are free should help them with this task.

HEALTH AND SAFETY

Health and Safety is everyone's duty, but we ask all parents to pay special attention to their children's safety during the night. We will do a thorough Health and Safety risk assessment before the event. Mr. Suman Chandra Rai will give a brief talk about Health and Safety at the start of the party.

GUESTS

The Chairman and General Secretary will inform the committee about the confirmed guests' attendance. The Trustees and Advisors will help with the hosting of the guests.

RESPONSIBILITIES

The final meeting held on Thu 28 Mar 24 has confirmed the following OIC & their Team responsibilities:

- Event Manager: Capt (Retd) Rambahadur Pun
- Event Coordinator: Capt (Retd) Suman Chandra Rai
- Assistant Event Coordinator: Mrs Mamata Gurung
- Event Treasurer: Mr. Bikram Rai & Mr. Abesh Rai
- Event Secretary: Dr Maha Rai & Mr. Lingja Rai
- OIC Food & Drinks: Mr. Chandra Bahadur Shai and Mr. Ramesh Rai
- Drinks Selling Team: Mr. Jitbhane Pun, Mr. Santosh Gurung, Mr. Prithviraj Rai & Mr. Kuiehang Limbu
- OIC Entertainment: Mrs Susma Thapa, Mr. Ganesh Pun, Mrs Indira Rai, Mrs Dhanu Limbu, Miss Kanchan Roka
- OIC Charity Raffle: Vice Chairperson Mrs Mamata Gurung and Ladies Coordinator Team
- OIC Tickets / Drinks's Coupon: Mr. Bikram Rai, Mr. Abesh Rai & Mr. Man Bahadur Rai
- OIC PA System: Sport Secretary Mr. Bhaskar Rai
- OIC Decoration: Mr. Man Bahadur Rai, Mr. Prithviraj Rai & Mr. Rim Kaucha
- OIC Health/safety: Capt (Retd) Suman Chandra Rai & all Committee Members
- OIC Guest: Capt (Retd) Ram Bahadur Pun & Dr Maha Rai
- OIC Publication: Mr. Hari Kumar Rai, Mr. Lingja Rai, Mr. Kuiehang Limbu & Mrs Kanchan Roka
- OIC Support Senior Citizens: Capt (Retd) Bishnu Singh & Mr. Nar Tamang

CAR PARKING

The car park area is free at the back of the Hawkinge Community Hall. All are reminded not to park in the grass area.

EVENT SECURITY

Caretaker Hawkinge Community Centre will ensure the Security of the Function area until the function finishes. Also, Executive Committee members and Trustees and Advisors should be alert.

CONCLUSION

Please share this information with members who cannot access the internet. We ask that all members who are not on essential duties help with preparing and cleaning up. A New Year in any calendar is a significant day for us. It gives us a chance to learn from our previous year's errors and move on with a new resolve.

Happy New Year 2081 BS.

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