**RESPONSIBILITY MATRIX**

**TO BE SETTLED AT LEAST TWO WEEKS BEFORE THE MATERIAL DAY**

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| **Responsibility** | **Action By** |
| Speeches and School Report |  |
| Guest of honor |  |
| Pastor/Celebrant (if applicable) |  |
| Master of Ceremony (MC) |  |
| Welcome speech |  |
| Entertainment |  |
| Special dress (dependent on the event) |  |
| Learner presentations/speeches |  |
| List of props/costumes |  |
| Centerpieces for tables |  |
| Music/songs |  |
| Visitors book and pen |  |
| Programs  |  |
| Special schedules (includes attendance) |  |
| Special reports |  |
| Cake |  |
| Gifts |  |
| Decor |  |
| Public address |  |
| Stage / venue |  |
| Tents reservation |  |
| Photographer |  |
| Videographer |  |
| Catering |  |
| Back-up power source and extension cables |  |
| Equipment |  |
| Security |  |
| First aid |  |
| Guest washrooms |  |
| Cleaning and washing stations |  |
| Special event guidelines |  |
| Vote of thanks |  |

**ONE (1) DAY BEFORE**

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| **Responsibility** | **Action By** |
| Classrooms cleaned  |  |
| Venue set up (including tents where applicable) |  |
| Venue decorated |  |
| Stage set up with appropriate stairs and equipment |  |
| Sitting set up (chairs, tables) |  |
| Flowers for guest tables |  |
| Documents ready (Programs/Certificates/reports) |  |
| Gifts and souvenirs on site |  |
| Surfaces & props for performances are ready |  |
| Sound tested |  |
| Dress rehearsals completed (including movement) |  |
| First aid station ready |  |
| High table requirements met |  |
| Cutlery ready |  |
| Cake ready |  |
| Catering, drinks, and snacks reconfirmed |  |
| Meal service stations ready |  |
| Handwash stations ready |  |
| Washrooms and special spaces marked and equipped |  |
| The guest of honor has a copy of the school report  |  |
| Ushering process and parties confirmed |  |

**ON THE EVENT DAY**

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| **Responsibility** | **Action By** |
| Venue Décor / High table set up |  |
| Gift table set up |  |
| MC present |  |
| Guest of honor welcome and support  |  |
| Visitors book and pen |  |
| Ushers (receiving and attending to guests) |  |
| Presentation of flowers to the Chief Guest |  |
| Snack for children |  |
| In charge of children |  |
| Photographer present |  |
| Videographer present |  |