

UK/Admin/10<sup>th</sup> Anniversary

19 April 2017

References:

A: TSUK Minutes dated 7 January 2017

B: Early Notice dated 20 January 2017

C: Message on Viber dated 2 March 2017

**TEHRATHUM SOCIETY UK (TSUK) 10<sup>TH</sup> ANNIVERSARY CELEBRATION**

Please find general outline event sheet below for our forthcoming Tehrathum Society UK, 10<sup>th</sup> Anniversary Celebration Party for your information/action as necessary. As we planned, the celebration will be held on Saturday the 20<sup>th</sup> May 2017

<b>EVENT – TSUK 10<sup>TH</sup> ANNIVERSARY CELEBRATION</b>	<b>DATE - SATURDAY 20<sup>TH</sup> MAY 2017</b>
---	---

<b>Venue:</b>	<b>FELTHAM COMMUNITY COLLEGE TW13 7EF</b>
<b>Coordinator</b>	Mr Surya Khapung Limbu Tel: Mobile: 07533183584
<b>Assistances:</b>	Mr Ekraj Pahim Tel: Mobile: 07809770910
<b>Grant/Pity Cash</b>	Total amount of £1500.00 grant as (reference - A) has been allocated for the celebration. The treasurer is responsible to subsidize and make the above amount available from the TSUK Fund. He is also authorized to hold up to £500.00 as Pity Cash to clear invoices on the day.
<b>Attendees</b>	All TSUK Members and their family are warmly Welcome. Non-members are requested to register individually through area representatives or at the door on the D-day and membership register will be opened.

	<p><i>All vice Chairman and Area Representatives are requested to co-ordinate to gather maximum attendees as below.</i></p> <ul style="list-style-type: none"> <li><i>a. Paying Guests</i></li> <li><i>b. General Members and their family</i></li> <li><i>c. New Members and their family.</i></li> </ul> <p><i>Attendees nominal roll are to be sent to the General Secretary before Sunday 14<sup>th</sup> May 2017 at 6pm.</i></p>
<b>Guests</b>	<p><i>Democratic Republic of Nepal Government has announced the country to be divided in 7 Pradesh. Tehrathum district is in No 1 Pradesh amongst 13 Districts. TSUK are planning to invite all district Chairman of No 1 Pradesh in the coming future but due to the time constraints, only Closed Neighboring District Chairman and his family will be attending as guests.</i></p>
<b>Paying/Private Guests</b>	<p><i>All Chelibeties, married outside Tehrathum District and their family are as Paying guests. They're kindly requested to purchase tickets at the door.</i></p> <p><i>TSUK Life Members and General members may invite their close friends outside Tehrathum district as private Guests. They are responsible to host their guests throughout the day.</i></p>
<b>Invitation</b>	<p><i>The General Secretary is requested to send invitation Cards to the neighboring district Chairman. He also requested to upload the Invitations on Viber to inform Paying Guests, TSUK Members and their family. All Area Representatives are requested act as reference A,B and C.</i></p>
<b>Tickets/Annual Subscription &amp; New Members</b>	<p><i>The Treasurer and Assistance Treasurer are requested to arrange the following at the door on the day.</i></p> <ul style="list-style-type: none"> <li><i>a. Paying Guest (Ticket fee individual)</i></li> <li><i>b. General Member and family ( Ticket Fee individual)</i></li> <li><i>c. New Members and family (1 year membership fee for head of family plus ticket fee individual)</i></li> </ul>
<b>Suggest Box</b>	<p><i>The Assistance Secretary is requested to provide a Suggestion Box with some plain papers and a pen to collect suggestion, from the members as debriefing points, for improvement.</i></p> <p><i>He then write down all the suggestions from the suggest box at the end and submit to the General Secretary on presence of 2 other members from the executive committee of TSUK.</i></p>
<b>Reception of Guests/Paying Guests</b>	<p><i>Mr Trailokya Khapung (Vice President 2) is requested to receive guests and send them to Welcome Point as arranged.</i></p>

<b>Welcome the Guests/Paying Guests</b>	Mr/Mrs Chairman will welcome the Guests with “KHADA” then to be directed towards BAR for Drink. Mrs Manu Mangden Hukpa Chongbang will assist on absence of the Mr/Mrs Chairman.
<b>Initial Drink</b>	A coupon will be provided with the ticket individually as an initial FREE drink. a. Initial drinks are to be recorded by the drink members. b. Initial drink tickets are not to swap one to others.
<b>Drinks Cash Basis</b>	Mr Tika Lumphungwa is requested to run the BAR and arrange the following drinks for 400 attendees and he also needs to manage sufficient coin chages. a. Whiskey – 6 Bottles b. Red Wine – 12 Bottles c. White Wine – 6 Bottles d. Beer Stella - 15 Cases e. Beer Foster – 3 Cases f. Soft drinks Various as necessary g. Water as necessary h. Juice Various Mrs Manu Mangden H.Chongbang (VP) is kindly requested to advise on BAR and organize 5 x Female helpers to run the BAR.  <b>SELLING ALCOHAL ANYONE UNDER THE 18 IS STRICTLY PROHIBITED!</b>
<b>Champagne &amp; Cakes for Anniversary Celebration</b>	Mr Ekraj Pahim is agreed to organize the following: 1 x Beautiful large Cake 3 x Kothimora Khukries with Ribbon (1 x from CM) 2 x Bottles of Champagnes
<b>For LOYAL TOAST</b>	Mr Tika Lumphungwa is asked to organize the following for the Toast. 30 +5 Bottles of Champagnes 40 x Bottles of 500ml Sprite/7up 40 x Bottles of 500ml water Above drinks are to be put 1 x each with 10 x Champagne Glasses each table.

<p><b>Food /Messing:</b> <b>Ozone AM Restaurant</b></p> <p><b>Menu:</b></p>	<p><b>Menu Buffet:-</b> Mr Ananda Dewan is requested to arrange 2 serving ways will be laid around the Buffet area with variety of choices. Vegetarians are requested to ask the staff for special dietary preferences. <b>Curry will be served with bone !</b></p> <table border="0"> <tr> <td data-bbox="528 411 1025 874"> <p><b>Starter:</b> Sell Roti Pork Bhutuwa Fish Aludom Pyaji Spring Roll Spring Roll Bitten Peddy Chutany</p> </td> <td data-bbox="1025 411 1563 874"> <p><b>Main Course:</b> Plain Rice Pulaw Rice Chicken Curry Goat Curry Paneer Black Daal and Mixed Vegetables Papadam Chutney Green Clilly Salad</p> </td> <td data-bbox="1563 411 2063 874"> <p><b>Dessert:</b> Rush Mulaai Cake from TSUK Celebration</p> </td> </tr> </table>	<p><b>Starter:</b> Sell Roti Pork Bhutuwa Fish Aludom Pyaji Spring Roll Spring Roll Bitten Peddy Chutany</p>	<p><b>Main Course:</b> Plain Rice Pulaw Rice Chicken Curry Goat Curry Paneer Black Daal and Mixed Vegetables Papadam Chutney Green Clilly Salad</p>	<p><b>Dessert:</b> Rush Mulaai Cake from TSUK Celebration</p>
<p><b>Starter:</b> Sell Roti Pork Bhutuwa Fish Aludom Pyaji Spring Roll Spring Roll Bitten Peddy Chutany</p>	<p><b>Main Course:</b> Plain Rice Pulaw Rice Chicken Curry Goat Curry Paneer Black Daal and Mixed Vegetables Papadam Chutney Green Clilly Salad</p>	<p><b>Dessert:</b> Rush Mulaai Cake from TSUK Celebration</p>		
<p><b>Sequence of Events:</b></p>	<p>10am 12:noon Setup and preparation 12:01pm BAR open (Cash Basis throughout the day) 12:30 Starter Open 1:00 pm – 2:45pm Safety Brief followed by General Secretary (See separate instruction) 2:45 TSUK 10<sup>th</sup> Anniversary Celebration (See Annex - A) 3:30 pm – The Chairman Speech 3:40 pm – Photograph 4:00 pm - Culture Show &amp; Song (See a separate instruction) 5:00 pm – Main Course 5:10 pm - Raffle Draw 5:20 pm – Appreciation to Artists 5:30 pm - Free Dances, Stage run by DJ 7:30pm – Dismantle 8pm THE End</p>			

<b>Entertainment: Culture Show</b>	<p><i>Mrs Sanu Hukpa Chongbang is requested to organize to preform 4 x Nepali Culture or Single dances. Mr Pranesh Limbu is agreed to preform 2 x Nepali Songs.</i></p> <p><i>Mrs Nisha Gurung (Advisor) is requested to assist the Culture Secretary.</i></p> <p><i>Mr Om Magrati is requested to manage necessary requirement for artists.</i></p>																							
<b>Sound System</b>	<p><i>General Secretary has agreed to organize a high standard of sound system for the Day.</i></p>																							
<b>Media</b>	<p><i>Miss Permila Hukpa Chongbang is requested to take action as necessary for whole celebration.</i></p>																							
<b>Video/Filming</b>	<p><i>General Secretary has sent a formal letter to the managing director of Gurkha Channel for filming the Celebration and other activities throughout the day.</i></p>																							
<b>Ticketing System</b>	<table border="1"> <thead> <tr> <th>Serial</th> <th>Particular</th> <th>Amount</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Kids Eat</td> <td>FREE</td> <td>1 x Coupon for initial drink</td> </tr> <tr> <td>2</td> <td>6 – 12 Years</td> <td>£6.00</td> <td>1 x Coupon for initial drink</td> </tr> <tr> <td>3</td> <td>13Yrs &amp; Over</td> <td>£12.00</td> <td>1 x Coupon for initial drink</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Serial	Particular	Amount	Remarks	1	Kids Eat	FREE	1 x Coupon for initial drink	2	6 – 12 Years	£6.00	1 x Coupon for initial drink	3	13Yrs & Over	£12.00	1 x Coupon for initial drink							
Serial	Particular	Amount	Remarks																					
1	Kids Eat	FREE	1 x Coupon for initial drink																					
2	6 – 12 Years	£6.00	1 x Coupon for initial drink																					
3	13Yrs & Over	£12.00	1 x Coupon for initial drink																					
<b>Payment:</b>	<p><i>The Treasurer is requested to liaise with the Secretary to make the payment as follows:</i></p> <ul style="list-style-type: none"> <li>• <b>Food: The Manager of the Ozone Restaurant</b></li> <li>• <b>Initial Drinks: Bar Staff, Assisted by Mr Ekraj Pahim.</b></li> </ul>																							
<b>Banner:</b>	<p><i>The Property Member Mr Tika Lumphungwa is requested to bring TSUK both Banners, small at the gate and large for the Stage as backdraft.</i></p>																							
<b>First Aider:</b>	<p><i>Any injuries must be reported to control point.</i></p> <p><i>Parents are requested not to let their children out of the Hall.</i></p>																							
<b>Car Park:</b>	<p><i>There are sufficient car parks on the right hand side when drive through the gate in to the Venue area , VALUEABLES left in the car will be at owner's own risk!</i></p> <p><b>(DRINK &amp; DRIVE MUST BE PROHIBITED)</b></p>																							

<b>Manpower</b>	<p><i>Mr Ekraj Pahim is requested to organize the following.</i></p> <p><i>10 x Male helpers for setting up and dismantle</i></p> <p><i>5 x Female helpers drinks, Raffle tickets sell and Cake preparation.</i></p>
<b>Preparation/Decoration:</b>	<p><i>Mr Ekraj Pahim (VP – 1) and Mr Chhatra Sing Teyung (Advisor) plus helpers are kindly requested to attend early in the morning for preparation and decoration as follows.</i></p> <p><i>400 x Chairs, put their covers and sashes (Bows).</i></p> <p><i>40 x Round Tables, put their cover and tables sashes.</i></p> <p><i>Erect 1 x TSUK Banner at backdrop and placed balloons which are directed by Mr Chhatra Sing Teyung (Advisor)</i></p> <p><i>20 x extra chairs for photograph for the stage.</i></p> <p><i>15 x Square Tables with white table sheets from TSUK Property.</i></p> <p><i>Mr Tika Lumphungwa is agreed to drop stores early stage according to time to receive KEY of venue, please contact Mr Ekraj Pahim.</i></p>
<b>Van Hire</b>	<p><i>Mr Tika Lumphungwa is authorized to hire a Van for 2 days on Saturday 20<sup>th</sup> and Sunday 21<sup>st</sup> to pick up and drop off stores and drinks from and to the venue.</i></p>
<b>Shopping:</b>	<p><i>Mr Tika Lumphungwa are also requested do the necessary shopping for the day.</i></p> <ol style="list-style-type: none"> <li><i>1. 400 x Plastic Champagne Glasses</i></li> <li><i>2. Sufficient Plastic Wine glasses</i></li> <li><i>3. 500 x Red Napkin Papers for the Main Course.</i></li> </ol> <p><i>All expenditure supported by invoices are submitted to the Treasurer. The treasurer is responsible to sort invoices out on completion of the event.</i></p>
<b>Raffle Draw</b>	<p><i>The Advisor Mr Chhatra Sing Teyung is agreed to run the Raffle Draw with assistances as follows:</i></p> <p><i>Mr U M Tigela</i></p> <p><i>Mr Suresh Kandangwa</i></p>
<b>Portrait Photographs</b>	<p><i>The General Secretary has agreed to manage a Portrait Slide Photographs as follows:</i></p> <p><i>Her Majesty the Queen Elizabeth II</i></p> <p><i>Republic of Nepal</i></p>

<b>Private Business/Fund Raising Activities:</b>	<b>Conducting private Selling tickets, books, CDs, and any other fund raising activities are to be prohibited throughout the Event</b>
<b>Strength:</b>	All Area Representatives are requested to submit strength to the Coordinator on Sunday 24 <sup>th</sup> April 2016. <ul style="list-style-type: none"> <li>• <b>5 years &amp; below</b></li> <li>• <b>6 – 12 years</b></li> <li>• <b>Adults</b></li> </ul>
<b>Rubbish Control:</b>	All TSUK members and family are kindly requested to keep tidy tables and put the litters in the garbage bag provided. Mr Ekraj Pahim(VP-1) with some helpers are responsible to sort it out at the end.
<b>Venue Handover:</b>	Mr Chhatra Sing Teyung (Advisor) and Mr Ekraj Pahim (VP - 1) have taken the responsibility to hand over the Venue.
<b>Presents (कोसेली)</b>	<b>Tehrathum Society UK will not expect any Presents from the Guests. The Treasurer is responsible to take count if any presents be received from the guest.</b>
<b>Dress:</b>	<b>Smart Casual</b>
<b>Further Queries:</b>	Should have required any further information or have any queries please feel free to contact the event coordinator <b>Mr Surya Khapung Limbu on his Mobile 07533183584 Or Assistant Mr Ekraj Pahim on: 07809770910</b>

There are so many different type of Nepalese events currently conducting around the United Kingdom, however, it's a great privileged for us to celebrate 10<sup>th</sup> Anniversary of Tehrathum Society UK. I am very proud and Honoured to have the opportunity to lead this society along with enthusiastic and motivated members of the executive committee as well as active members, who are consistently putting their hard work to build a robust fundamental framework of the society. I am sure that it will be a special and remarkable celebration and hope to run it smoothly and enjoyable with all our fellow Tehrathum basi.

Let's share our new ideas each other to develop our relationship in order to develop our Society.



***Surya Bahadur Khapung Limbu***

*Event Coordinator*

*Tehrathum Society UK*

**ANNEXES:**

*Annex A: Celebration Program TSUK 10<sup>th</sup> Anniversary*

***Distribution:***

***Action:***

*TSUK working Committee*

*TSUK Members*

***Info:***

*Advisors*

*Notice at TSUK website*



**CELEBRATION PROGRAMME FOR TEHRATHUM SOCIETY UNITED KINGDOM 10<sup>TH</sup> ANNIVERSARY**

<b>Serial</b>	<b>Particular</b>	<b>Guests</b>	<b>Senior Members</b>	<b>Executive Members</b>	<b>General Members</b>	<b>Cake &amp; Champagne</b>
1	<b>Preparation</b>	<i>Sitting Plan in the Stage</i>	<i>At the Front Tables near the anniversary Cake</i>	<i>At the middle/side tables</i>	<i>At the rear/side tables</i>	<ol style="list-style-type: none"> <li>1. <i>Cake on a table with 3 x Kothimora Khukries.</i></li> <li>2. <i>1 x Champagne 1xSprit/7up and some bottles of Water each table.</i></li> <li>3. <i>All rubbish away from the table.</i></li> </ol>
2	<b>Celebration</b>  <b>HAPPY 10<sup>TH</sup> ANNIVERSARY</b>	<i>All Upstanding</i>  <i>Sitting down</i>	<i>Upstanding,</i>  <i>The Senior member of the day will Cut the Cake.</i>  <i>Sitting down</i>	<i>Upstanding</i>  <i>General Secretary will control.</i>  <i>Sitting down</i>	<i>Upstanding</i>  <i>Sitting Down</i>	<p><i>Founder, Current Chairman and the Senior Member of TSUK will Cut the Cake.</i></p> <p><i>2 x former Chairman will open the Champagne each.</i></p> <ol style="list-style-type: none"> <li>a. <i>Cake will be taken away for preparation and serve with the Main Course.</i></li> </ol>



		<p>Mr/Mrs Chairman Stood up with the glasses.</p> <p>Raise the Champagne glass to the Queen photograph and says <b>"The Queen"</b> Drinks a sip of Champagne Sitting down</p>	<p><b>"Ladies and Gentleman Please be upstanding"</b></p> <p>Mr Vice raises the Champagne Glass to the Queen slide photograph and says <b>"Her Majesty the Queen"</b></p> <p>Drinks a sip of Champagne  Sitting down</p>	<p>All Guests have stood up with the glasses</p> <p>All Guests raise the Champagne glass to the Queen photograph and say <b>"The Queen"</b> and Drinks a sip of Champagne Sitting down</p>	<p>All Members have stood up with the glasses.</p> <p>All Members raise the Champagne glass to the Queen photograph and say <b>"The Queen"</b> Drinks a sip of Champagne Sitting down</p>	<p>Refill the glasses</p>
3	<p>Toast – 2: <b>Republic of Nepal</b></p> <p><b>Slide Photograph of Republic of Nepal</b></p>	<p>Mr Vice, <b>Republic of Nepal</b></p> <p>Stood up with the Champagne glasses,</p>	<p>Same as before until upstanding.</p> <p>Raise the Champagne glass and says</p>	<p>Stood up with the Champagne glasses</p>	<p>Stood up with the Champagne glasses</p>	

		<p>Raise the Champagne glass and says <b>"Republic of Nepal"</b></p> <p>Drinks a sip of Champagne</p> <p>Sitting down</p>	<p><b>" Democratic Republic of Nepal"</b></p> <p>Drinks a Sip of Champagne</p> <p>Sitting down</p>	<p>Raise the Champagne glasses and say <b>"Republic of Nepal"</b></p> <p>Drinks a sip of Champagne</p> <p>Sitting down</p>	<p>Raise the Champagne glasses and say <b>"Republic of Nepal"</b></p> <p>Drinks a sip of Champagne</p> <p>Sitting down</p>	<p>Refill the glasses</p>
4	<p>TOAST – 3: <b>To the Guests</b></p>	<p>Mr Vice <b>"To the Guests"</b></p> <p>Stood up with the glasses</p> <p>Raise the Champagne glasses to the Guests and says <b>"TO THE GUESTS"</b></p> <p>Drink a sip of Champagne</p> <p>Sitting down</p>	<p>Same as before until upstanding except Guests.</p> <p>Raises the Champagne glass to the Guests and says <b>"To The Guests"</b></p> <p>Drinks a sip of Champagne</p> <p>Sitting down.</p>	<p>All Guests keep sitting down.</p> <p>Raise the Champagne glasses say nothing, sip of Champagne.</p> <p>Keep sitting down</p>	<p>Stood up with the glasses.</p> <p>Raise the glass to the Guests and says <b>"To The Guests"</b></p> <p>Drinks a sip of Champagne</p> <p>Sitting down</p>	<p>Refill the glasses</p>

5	<p><b>TOAST – 4:</b> <b>Tehrathum Society UK</b></p>	<p><i>Mr Vice</i> <b>“Tehrathum Society UK”</b></p> <p><i>Stood up with the glasses</i></p> <p><i>Raise the glasses and says</i> <b>“Tehrathum Society UK ”</b> <i>Drinks a sip of Champagne</i> <i>Sitting down</i></p>	<p><i>Repeat as same until upstanding</i></p> <p><i>Raise the Champagne glasses and says</i> <b>“All Members of Tehrathum Society UK”</b></p> <p><i>Sitting down</i></p>	<p><i>Stood up with the glasses</i></p> <p><i>Raise the glasses and say</i> <b>“Tehrathum Society UK”</b> <i>Drinks a sip of Champagne</i> <i>Sitting down</i></p>	<p><i>Stood up with the glasses</i></p> <p><i>Raise the glasses and say</i> <b>“Tehrathum Society UK”</b> <i>Drinks a sip of Champagne</i> <i>Sitting down</i></p>	
---	--	--	--	--	--	--