

Iran Cultural & Educational Center



Iran Cultural & Educational Center

Nowruz Committee Meeting May 16, 2015

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Agenda



- About Nowruz Committee
- Organization
- Review of This Year Nowruz Program
- Next Year activities
- Question



Nowruz Program Guidelines



Available on ICEC Website:

<http://iraneducationalcenter.org/community-school-association/>

Community & School Association

The Community and School Association (a.k.a. Anjoman) of the Iran Cultural and Educational Center (ICEC) is a liaison group between the families, the community at large, and the Center. This Association-Anjoman exists to provide a vital service to the Center's leadership and the Center's community by involvement of parents in the activities and general welfare of the Center. It is an integral part of the school community representing all parents and care givers of the students, past and present, at the center.

This Association-Anjoman provides an opportunity for parents to meet

News

2015-2016 Iran Arbabi Scholarship

Dear ICEC Community, At ICEC's 25th Anniversary Gala we announced the creation of the Iran Arbabi Scholarship Program. Named and endowed in honor of the founder of ICEC, this scholarship program has been created to encourage and assist students in their post-secondary education. For more information and to download the scholarship application select items [...]

Nowruz 1394 Message

Dear Friends of ICEC Community, Words cannot convey my gratitude for everything you did to make the Nowruz celebration another memorable event. Your tireless work and well-coordinated planning from the beginning of the school year were reflected in the entire program. Throughout the program, we heard nothing but praise for the exceptional quality of the [...]

Go to Nowruz Section and open file

Iran Cultural and Educational Center

Nowruz Program Guidelines and Committee Structure

Version 3.0
October 2011

Program Purpose and Content



- The program is **BY** and **FOR** ICEC present and past students
- Maximum participation of ICEC students, teacher assistants and previous students should be encouraged and supported by the committee.
- **No program of any political or religious nature is allowed.**
- The content of all proposed programs, including the class programs and student group programs, shall be reviewed and is subject to approval of the program committee and ICEC officers and /or their designees.
- The Nowruz Committee shall give full support to the ICEC student groups, such as Persian Dance Group (PDT), Young Iranian Musicians (YIM) and Young Iranian Performers (YIP) and assist them in practicing and performing on stage.
- Every attempt will be made to make the entire length of performances, including announcements **not to exceed 120 minutes** total.
- **Nowruz committee coordinator is the liaison between Nowruz committee and the ICEC Officers**
- **Reception follows the program**

**Committee Chair
&
Co-chairs**

**Production
Manager**

Tasks:

Stage
Management
Sound/Light
Control
MC's
Class Liaisons
PDT
YIP
YIM
Stage Decoration
Slide Show
Auditorium
Haftseen

**Logistics
Manager**

Tasks:

Location rental
Equipment rental
Security
Signs
Financial
Final check

**Public
Relations
Manager**

Tasks:

Typing Program
Typing Ads
Ready to print
Booklet
Photo
Video
Website
Invitations
Printing
Post Event
Evaluation

**Reception
Manager**

Tasks:

Order Food
Cafeteria Setup
Cafeteria
Decoration
Food Preparation
Food Serving
Drinks
Sweets
Fruits
Tea
Music
Haftseen
Supplies
Goodie Bag
Amoo Nowruz
Cleanup



Communication and Data

Committee : Nowruz@iraneducationalcenter.org
Logistic : Nowruz-L@iraneducationalcenter.org
Public Relation : Nowruz-P@iraneducationalcenter.org
Reception : Nowruz-R@iraneducationalcenter.org
Production : Nowruz-S@iraneducationalcenter.org
Liaison : Nowruz-C@iraneducationalcenter.org

The following two emails will be available for next school year:

CSA/Anjoman Pres. : CSA1@iraneducationalcenter.org
CSA/Anjoman V.P. : CSA2@iraneducationalcenter.org

Created an Online storage for keeping all the documents and files in central location

2015 Nowruz Summary



7 Committee meetings were held Nov 8-March 7
Many Sub committee meetings
762 Guests
Close to 100 Volunteers
Ticket Price \$35.00, \$30.00 Early purchase
Almost all tickets were early purchased



Participants Statistics

Group	2012	2013	2014	2015
Paying Adults	482	434	438	443
Non- Paying Adults Tickets	31	50	65	38
School Kids and Siblings	211	260	248	271
Outside Kids	44	12	9	10
Teachers Kids	27	*	*	
TOTAL	795	756	760	762

Expenses



Group	2012	2013	2014	2015*
Food, Drinks	6118	6579	5885	6596
Location Rental	3855	4160	4401	4464
Sound System	2200	2200	2200	2200
Printing	952	1163	1045	1100
Table & U-Haul Rental	571	185	0	348
Decorations	301	316	228	511
Supplies	292	480	1096	614
Gift Cards	100	200	200	175
YIM	0	1100	1350	----
Video	0	550	1000	1192
TOTAL	14389	16933	17805	17001

* *Preliminary*



Income

Group	2012	2013	2014	2015*
Ticket sales	12350	10910	13535	14001
Donations	2050	900	950	200*
PTA (\$10 /\$15)	2300	2225	1930	3170
DVD	1077	920	1075	-----
TOTAL	17777	14955	17490	17371
	3388	1978	315**	557**

* *Preliminary*

** Nowruz activities only

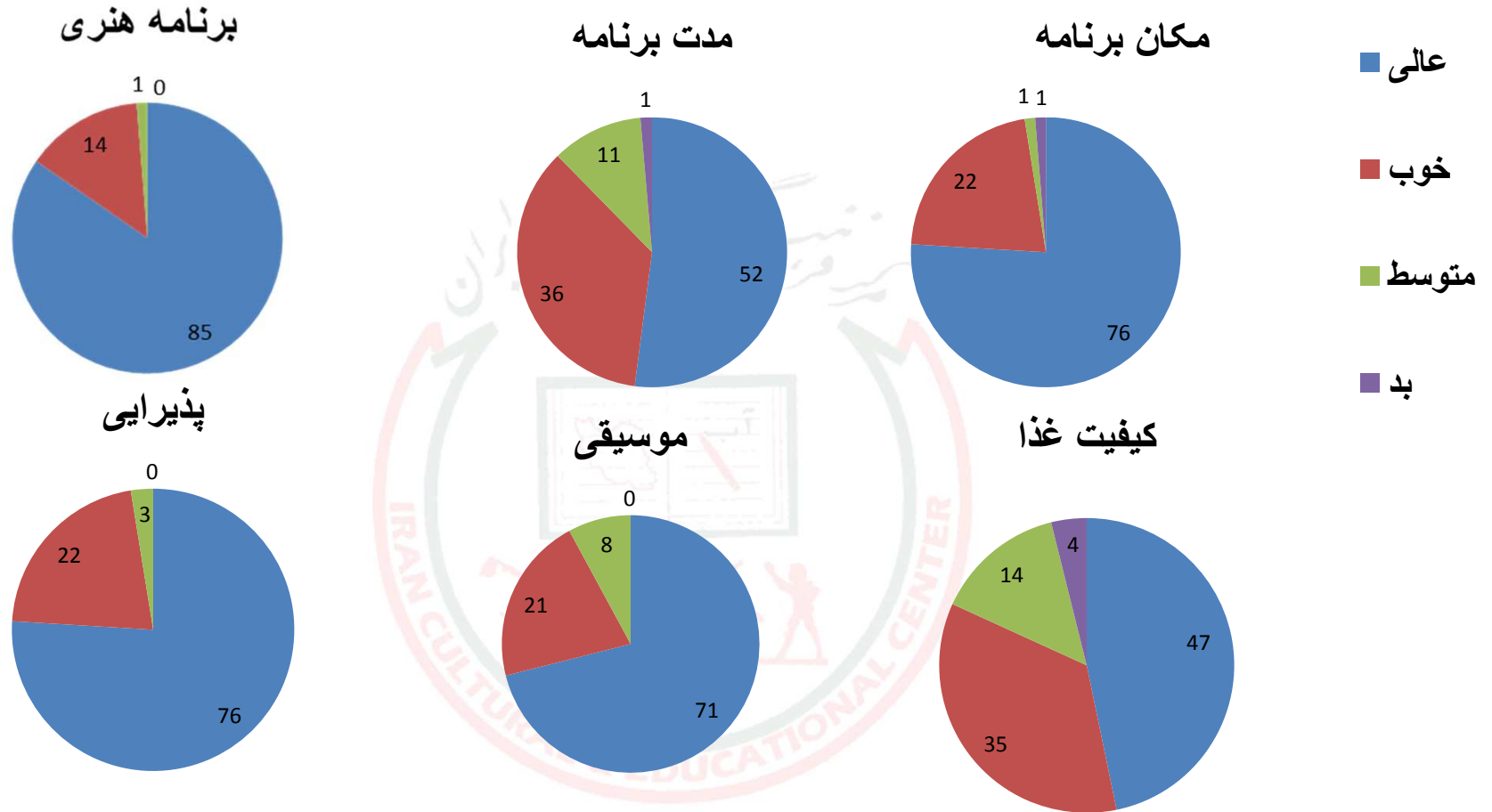
Participants Survey



- 70 forms were received
- Survey questions and rating based on:
 - 1) Program
 - 2) Program Length
 - 3) Location
 - 4) Food
 - 5) Reception
 - 6) Music & Dance in cafeteria*
 - 7) Separate ticket for Program/Reception*

* Were not used 2015 Survey

Nowruz 2015 Results



Numbers are Percentage

Nowruz 2015, Summary of Written Comments

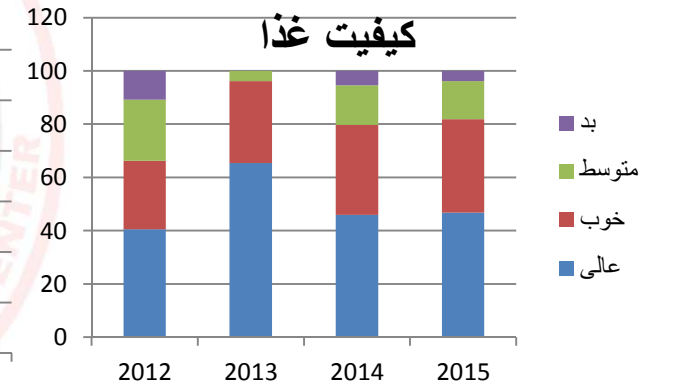
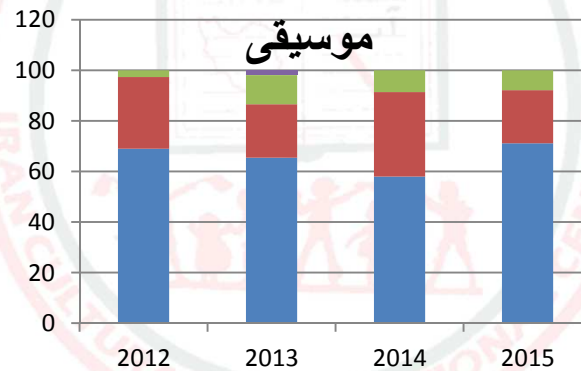
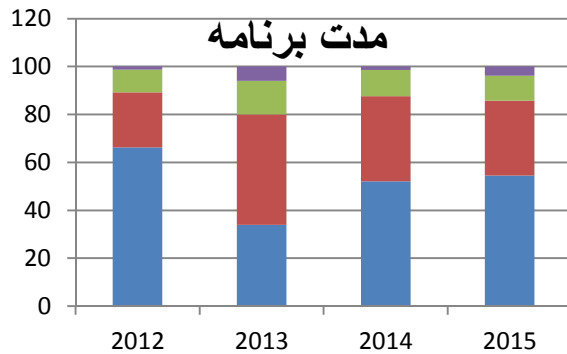
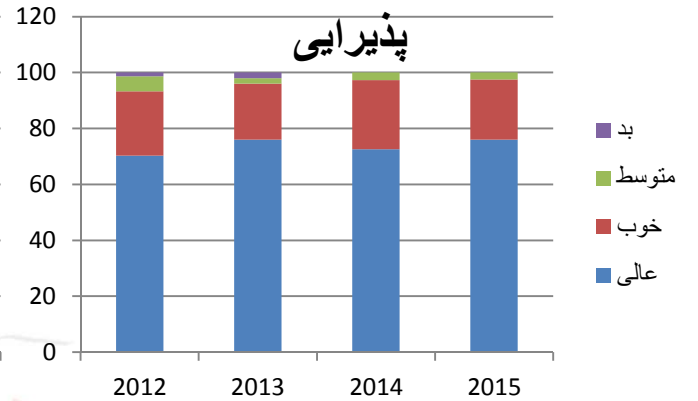
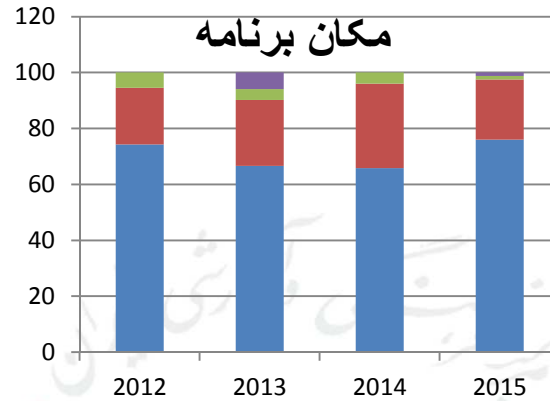
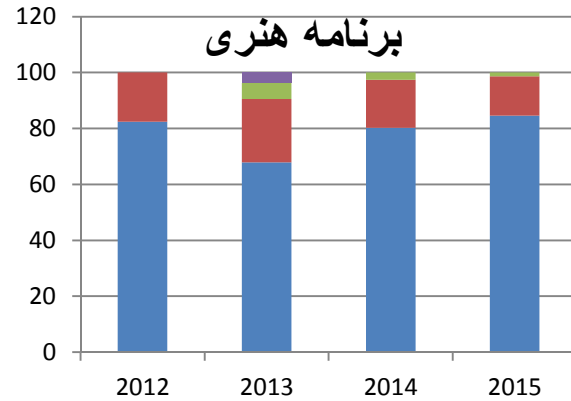


Comment	No.	%
Too much poetry/talk by students (<i>we need time to make stage ready</i>)	3	8
Excellent Program/Thank you	19	50
Program Length (<i>We will work on it</i>)	2	6
Put Thank you at the end	1	3
Serve Soda /Doogh (دوغ)	2	6
Have a survey about teachers/program	1	3
More music and Raghs Mahali	1	3
Play U.S. National Anthem at the beginning	1	3
Too Hot (<i>Neither us or school have capability to turn A.C. on, it is controlled centrally</i>)	2	6
Food was not enough kabab	3	8
Have teachers read poetry instead of students (<i>The program is performed only by students</i>)	3	8

No. of people who wrote comments 29

No. Of individual comments: 38

2012-2015 Results



Next Year



- Review the Nowruz Guidelines
 - Add a **term limit** for Nowruz Coordinator?
- Select New Program Coordinator
- Ticket Sale
- Encourage more new members to volunteer
- Decide if all volunteer's names should be in the booklet
- **Work on Shortening the program**
- If you have any question/comments, you can send an email to Nowruz@iraneducationalcenter.org



Thank You.

Questions?

