

Caritas Wu Cheng-chung College  
2024/2025 Scholastic Year Teacher Circular No.43  
The Term 1 Prize Presentation Ceremony

Dear colleagues,

The prize presentation ceremony will be held on 17<sup>th</sup> December 2025 (Wednesday) during the assembly.  
The details are as follows:

**Date:** 17th December 2025 (Wednesday)

**Time:** Assembly (14:20 - 15:40)

**Venue:** School Hall

**Classes Attending:** S1 – S6

**Guest of Honor:** Mr. Shiu Fai Man (Vice Principal)

**Coordinators:** MYY, TKW

**A. Event Flow:**

		Process
		Enter the hall
1	1415-1420	Enter the Hall - Awardees
2	1420-1440	Enter the Hall - S1-S6
3	1440-1443	School Hymn
4	1443-1445	Bible Sharing and Prayer
5	1445-1450	Address by the Vice Principal
6	1450-1520	Presentation of Prizes
7	1520	Dismissal (Return to Classroom)

**B. Co-ordination of Matters**

Matters	PIC
1. Bible Sharing and Prayer	CLL
2. Documents Proofreading	Charlotte (Eng), TCY(中)
3. IT Support	TKW
4. Award Lists and Seating Plan	TKW
5. Prize Presentation	NHY, YSY (Off Stage), CWSW (On Stage)
6. MC Coordination	TWY, Barsa
7. Order of Entry and Exit	Entry: LLF (PA system), Exit: Noor

**C. Preliminary work**

Job	Job Description	Completion date	Teacher -in-Charge
MC Training	Writing scripts and training MCs	16/12	TWY, Barsa
Design Work	Design ppt Follow-up and checking	Design completed on 17/12	WSY Charlotte (Eng), TCY(中)

IT & Audio Preparation	Computer, Screen, Backdrop MCs mic	16/12	Alice, Samuel
Scriptures and Prayers	Select Bible verse, write prayers, student training	16/12	CLL, LPY
Hall Arrangement	Off-stage seating arrangement Seating plan for awardee	17/12	Office TKW
Stage Preparation	Prepare the fake cert Bench set-up	17/12	CWSW

#### D. Procedures and Stage Events

Job	Job Description	Completion date	Teacher -in-Charge
Prize Presentation Arrangement	Registration of awardees, sending students on-stage	17/12	NHY, YSY
Setup Podium	Passing certificates, Arranging for photo	17/12	CWSW
MC	Support during the ceremony	17/12	TWY, Barsa
Sound and Lighting	Sound and lighting checks before ceremony Backdrop control Preparation of school song	17/12	Alice, Samuel
Order in Hall	Managing students' order Resume setting for dismissal	17/12	LLF, Noor
Photo taking	Photo taking during the ceremony	17/12	Anson, WSY
Recessional Hymn	Perform Recessional Hymn	17/12	CWS

#### E. Award Presenter

Subject Award	Presenter	Photo
S1	SFM	Group
S2	SFM	Group
S3	SFM	Group
S4	CSY	Group
S5	AKL	Group
S6	TKN	Group
Other	LYK	
	十年樹木獎學金	Individual
	文學之星	Individual
	Grace Charity Academics Achievement Award 慈恩基金會學業進步獎	Group

**F. Seating arrangement**

	13 seats x 15 rows
1	Reserved (VP & AP)
2-15	S1-S6

	13 seats x 15 rows
1-5	Reserved (Awardees)
6-15	S1-S6

**G. Rehearsals**

Time	17/12/2025 at Lunch 2	
PIC	MYT, TKW	
	Prayer	CLL, LPY
	MC	TWY, Barsa
	Prize presentation	NHY, YSY CWSW
	Awardees	All awardees

Yours faithfully,  
Shiu Fai Man  
Vice Principal

*'Do not be unbelieving any more but believe.'* (John 20: 27-28)