

**ISSUING AUTHORITY
NOTICE
HEADING**

Issuing Date

Salutation

----- **Body Of The Notice** -----
----- **(Details)** -----

Signature

Name

Designation

PROGRAMME DETAILS

Programme Date :

Time :

Venue :

(Details)

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Notice - Project Tiger

The Film Club of your school has decided to conduct a film festival on Ray's films. Prepare the notice for the film festival.

ABC Higher Secondary School NOTICE

Satyajit Ray Film Festival

12 April 2021

Dear friends,

We, the members of the English Club of our school, have decided to conduct a three day film festival of Satyajit Ray's films from 18 April to 20 April 2021 in our school auditorium. The young promising director Lijo Jose Pellissery will inaugurate the function at 10.00am on 18 April 2021.

All are cordially welcomed to the inaugural function and the film show. The films details are given below.

Date	Time	Film
18 April	10 am	Pather Panchali
19 April	10 am	Apur Sansar
20 April	10 am	Aparajito

Sd/-

Fazal P

Secretary, Film Club

PROGRAMME DETAILS

Programme Date : 18 April 2021

Time : 10.00am

Venue : School auditorium

Welcome Speech	: Secretary, Film Club
Presidential Address	: Headmistress
Inauguration	: Sri Lijo Jose Pellissery
Felicitations	: School Leader
Vote of Thanks	: Joint Secretary, Film Club

Notice - Best Investment I Ever Made

Imagine that the Youth Welfare Club of your locality has decided to honour Mr. John for the tremendous contributions he renders in the field of charity and youth welfare. Prepare a Notice announcing the honoring ceremony.

Youth Welfare Club, Chennai

NOTICE

Honouring Ceremony

12 April 2021

Dear friends,

The Youth Welfare Club of Chennai has decided to honour Mr. John, the renowned social worker for his devoted services in the field of social work and youth welfare. Many socio-cultural leaders will attend the function to honour Mr. John. You are cordially invited to attend the ceremony.

Sd/-

Fazal P

Secretary, Youth Welfare Club

PROGRAMME DETAILS

Programme Date : 18 April 2021

Time : 10.00am

Venue : Community Conference Hall

Welcome Speech : Secretary, Youth Welfare Club

Presidential Address : Chairman, Youth Welfare Club

Inauguration : Mr. John

Felicitations : Panchayat President

Vote of Thanks : Joint Secretary, Youth Welfare Club

Notice - Project Tiger

Alfred Hitchcock wanted trained ravens for his new flick, 'The Birds'. Prepare a notice.

TRAINED RAVENS SOUGHT

18 April 2021.

Alfred Hitchcock, the celebrated director needs hundred ravens for his upcoming flim 'The Birds'. Those who possess the birds should come with them to the address given below within a week. A certificate clearing no objection from the Animal Welfare Board would be more desirable. Remuneration would not be a limiting factor. The trainers who are interested could get in touch with the following details:

For more details (9876543210)

The Assistant director

Beverly Hills

Hollywood.