



মেন্ট্রাল ওহাইও বেঙ্গলি কালচারাল এসোসিয়েশান Central Ohio Bengali Cultural Association

COBCA Cultural Program Guidelines

The guidelines provided below are general instructions for the Executive Committee (EC), as well as the members of COBCA, who are interacting with the EC, on the practice and procedures the EC will follow in regards to organizing cultural programs for COBCA. These guidelines are being formulated to make our actions more professional, predictable and fair and provide entertainment to one and all, presumably of higher quality. It is desirable for EC to act in accordance with the guidelines, but these are not rules of law, so failure to follow a procedure set out below will not in itself be a procedural violation. Exceptions will be made, as and when circumstances require. Also, these guidelines are subject to change by the EC for that particular year.

However, the EC is committed to promoting the rich cultural heritage of Bengal through its cultural programs and they promise to continue to uphold COBCA's high standards for value and fairness. The guidelines are as follows:

1. All members of COBCA will be allowed to perform in cultural programs organized by COBCA. However, based on the availability of time for cultural programs, it is the prerogative of the cultural department/subcommittee of the EC to limit the number of performances (usually on a first come, first served basis) and also limit the time allotted to each performance. The committee must be fair and unbiased in their decision.
2. Each non-COBCA member who is interested in performing under the COBCA banner may/can be charged a performance fee for participation if they are not registered for that event. This fee may/can also be applicable for such COBCA members who are ONLY interested in participating in the cultural programs and have not registered for the event. This fee is in lieu of the expenses in renting the venue, lighting, sound and other incidental costs associated with the event. The amount of fees will be determined by the EC and announced in advance along with the event details. However, please note that COBCA performers will be given priority over non-COBCA performers. If there are extra slots available after the selection of COBCA performers, they will be allocated to non-COBCA performers. The EC and/or cultural subcommittee's decision on this matter is final. The subcommittee must be fair and unbiased in their decision.
3. COBCA member performers may be allowed to participate in a maximum of two performances in one cultural event depending on the availability of time and at the discretion of the cultural subcommittee. The subcommittee must be impartial to everyone and try and accommodate all members who are interested to participate in cultural performances. The subcommittee must be fair and unbiased in their decision.



କେନ୍ଦ୍ରୀୟ ଓହାଉ ବେଙ୍ଗଲି କାଳଚାରୀୟ ଏସୋସିଏସନ Central Ohio Bengali Cultural Association

4. Before any event the EC and/or cultural subcommittee will send following general communications,
 - a. Group performance invitation from coordinators/directors. The last date for accepting the invitation should be at least 1 month prior to the event.
 - b. Individual performance invitation. The last date for accepting the invitation should be at least 2 weeks prior to the event.
 - c. After setting the group performances a single/combined invitation will go for participating in those group performances. The last date for accepting the invitation should be at least 2 weeks prior to the event.

The timelines mentioned above are just an example; this can be changed by the EC and/or cultural subcommittee depending on the nature of event.

Also, if somebody/group contact after the last date may/can be accommodated if there are still some open slots, and for the group performances if directors/coordinators are still ready to accept in their program.

5. Group performances can be both open/closed in terms of accepting group participants. In open group performances communications will be send as mentioned in the point above. If that open group will not get enough participants through open call within the last date mentioned in the communication, they can find and contact participants directly. They can also ask EC and/or cultural subcommittee to help them in finding and contacting participants. In close group performances the director/coordinator will be completely responsible to find and contact the participants within the boundary of these guidelines.
6. All grievances, issues, questions or concerns, should be directed ONLY to the contact email address on our website (cobca.cobca@gmail.com). The EC and/or cultural subcommittee will try their best to address the concern at our earliest convenience and with total fairness.