

PICA Cultural Program Policies

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PICA Cultural Program Policies

Contents

PICA Cultural Program policies for annual Diwali Function	3
Cultural Programs	3
Rules for Performance Slot Allocation:	3
Allocating Unused Slots	4
Accepting Entries after the Deadline	4
Controlling Program Duration.....	4
Sequencing of performances	4
Filler Performances	4
Communication and Coordination.....	5
Organizing the Medial Files for the performance.....	5

PICA Cultural Program Policies

PICA Cultural Program policies for annual Diwali Function

This serves as policy document for executing the cultural events during PICA Diwali function. PICA Committee reserves the right to change any of the policy guidelines any time depending upon need. Cultural committee is responsible to adhere to the rules established by PICA Committee.

Cultural Programs

PICA Cultural committee may accept entries for up to 20 cultural programs for the Diwali function for the following 5 categories:

Seq No.	Program Category	Description	Number of Programs	Duration
1	Children Group Dance Performance	Group performances can include Bollywood dance mix, folk dances etc.	4	Each Not Exceeding 4 Minutes
2	Adult Group Dance Performance	Group performances can include Bollywood dance mix, folk dances etc.	4	Each Not Exceeding 4 Minutes
3	Solo Dance Performances	Solo performances can include Bollywood dance mix, Indian Classical, Western dance mix etc.	4	Each Not Exceeding 4 Minutes
4	Vocal Performances	Can be of any language	4	Each Not Exceeding 5 Minutes
5	Variety Performances	These can include any kind other than above 4 categories like poem recitals, skits etc.	4	Each 10 Minutes Max for Group and 4 Minutes Max for solo performances

Cultural committee must exercise due diligence in organizing the programs to make it a quality entertainment function. Cultural committee has the right to ask for auditioning of the entry if it is deemed necessary. Auditioning can include either recorded audio or video, or in person audition. Cultural committee reserves the right to allocate unused slots to other categories provided all the committee members are in agreement. In cases where committee members cannot come to an unanimous agreement, the final decision will be incumbent upon PICA committee.

Rules for Performance Slot Allocation:

Maximum of two appearances are allowed for a single child, adult or a group for any combination of solo or group performance. Cultural committee can make exceptions for a child or an adult for having

PICA Cultural Program Policies

exceptional talent, provided the beneficiary is not related to any of the cultural committee members. If the children or friends having exceptional talent are related to Cultural committee members, PICA Committee will be willing review the talent and accommodate them as needed.

Cultural committee members can perform in the event provided the slots are available after final allocation is completed.

Allocation of Unused Slots

Cultural committee can allocate unused slots for other categories depending upon the need. For example, if the Variety group has two slots available, then those two slots can be allocated to any of the groups after the deadline for the entry has passed.

Accepting Entries after the Deadline

PICA Committee does not encourage accepting entries past the deadline, however if there is genuine reason associated with delay, PICA Committee will review and determine whether the entry can be accepted.

Controlling Program Duration

PICA Cultural event program duration is between 120 minutes and 150 minutes. The cultural committee must make sure that all the programs are accommodated within that duration. Cultural committee must coordinate with MC to determine sequencing of the events and include additional time for appropriate announcements in between the individual programs. The total duration including all announcements and entertainment programs must not exceed 150 minutes. Cultural committee must strictly enforce timing and durations of each program. Exceptions can only be made in consultation with PICA Committee. Cultural committee member desiring to make exception must call for PICA Committee meeting at the earliest. Cultural committee reserves the right to reject any entry that is not in conformance with requirements set forth by the PICA Committee.

Sequencing of performances

Cultural committee reserves the right to sequence the cultural performances in the order that is most efficient and logistically appropriate for the participants. Cultural committee must request a written request from the participant if the participant requires prime time slot for his or her performance. PICA committee will then review the requests and guide Cultural committee to make suitable changes.

Filler Performances

PICA Committee does not recommend or entertain any filler or ad-hoc performance at event. Cultural committee reserves the right to include any program to ensure the continuity of the cultural event that provides quality entertainment value for the audience. All Cultural committee members must be in agreement to include any filler programs necessary. In case of disagreement among Cultural committee members PICA Committee will make the decision.

PICA Cultural Program Policies

Communication and Coordination

Cultural committee must provide detailed description of each entry to MC at least two weeks ahead of the event to ensure the MCs get sufficient time to rehearse the delivery. Cultural committee is also responsible for publishing the fully sequenced list of the programs 5 days before the event to allow for sufficient time to prepare posters and display list. Cultural committee members must arrange meetings at least once in two weeks until week before the event and once in two days after that until the function is over. Meeting or discussion can be in the form of phone call or messaging or conference call. Cultural committee must provide updates on cultural programs to PICA committee at least once in two weeks until week before the event and every two days until the event is over.

Organizing the Media Files for the performance

Cultural committee must make full effort to collect all the media needed for each performance and ensure it is recognized in the computer and media file is playable. Cultural committee reserves the right to remove entry from the performance list if the media file is not received one week before the entry. Any such decisions must be communicated to PICA Committee.