

2011 Kalai Vizha Program Enrollment by Program Coordinators

We are calling for proposals for stage programs from **program coordinators** among BTA members. The proposals must be submitted using the attached **Program Enrollment Form** to the board (BOD) on or before Friday June 10, via email (board@bostonthamil.com). Please also send by mail a hard copy of the Program Enrollment Form to Board of Directors, Boston Tamil Association, PO Box: 534, BEDFORD, MA 01730-0534. (Note: If names of all participants are not known at this time, a complete/final list of participants should be submitted on or before June 30)

All stage programs for 2011 Kalai Vizha must meet the following guidelines:

1. The program coordinators as well as kids and adults participating in the stage programs must have BTA family membership for 2011/2012. Program coordinators are responsible to inform the participants/parents about the membership requirement and can verify current membership status of all participants with the Board of Directors. A team (KV Program Team) within the BOD will soon start work with the program coordinators closely to help with these aspects. (**Note**: Upon request, exception from membership requirement for choreographers may be approved by the BOD if it is necessary to engage choreographers for certain programs from outside the BTA member community)
2. Each stage program must be less than 15 minutes in length
3. Each stage program must have at least five participants
4. One person can participate in not more than three stage programs. All stage programs except Tamil Thai Vazhthu will be considered as programs for this purpose. This will provide opportunity for all BTA family members to participate in the programs and enable timely and smooth transition of stage programs without delays due to dress change and preparation in between programs.
5. The BOD has noticed that in the past same songs were sometimes played repeatedly in several stage programs (e.g. dance programs); we must avoid this because this can result in loss of interest and attention among audience when the same song is played again. Therefore, we request that all the songs that will be used within each stage program be clearly listed in the program enrollment form. If a particular song is listed by more than one coordinator, we will select based on "first come first served" basis.
6. Karaoke songs and poems will be conducted during breaks in-between the programs, and will be considered collectively as one whole program, which will be coordinated by the BTA BOD. Participants, who wish to sing or present poems, please contact the President or Secretary of BTA to enroll in the program. Please inform via email or using the program enrollment form, which song(s) you would like to sing. Those who like to present a poem must submit the script of the poem via email or mail on or before Thursday, June 30 and after a review by the BOD, the board will notify whether it has approved the contents of the poem(s) for presentation at the Kalai Vizha.
7. A complete and final list of participants in stage programs must be submitted by the coordinators on or before Thursday June 30, along with a narrative about the program
8. A meeting for all coordinators will be held soon after the deadline (Friday June 10) to discuss the details about each Kalai Vizha program. All program coordinators who have submitted the enrollment form or their co-program coordinator must attend this meeting in order to discuss program details, specific program needs, any conflicts/problems and overall KV program logistics. This is the time we all can discuss details and finalize how we are going to conduct the KV programs.

Let's all work together to produce this year's Kalai Vizha a more entertaining and quality show that can portray our rich culture and traditions.

Secretary – On behalf of BTA Board of Directors 2011/2012

Boston Tamil Association

Kalai Vizha 2011

Program Enrollment Form/Information Sheet

1. Details of Program Coordinators

Program Coordinator*	Full Name:	Primary Phone #: Alternate Contact #: E-mail:
Co-Program Coordinator*	Full Name:	Primary Phone #: Alternate Contact #: E-mail:
Choreographer	Full Name:	

* Program Coordinators must have BTA membership for 2011/2012.

The above section can be left blank for Karaoke Songs and Poem Presentations.

2. Program Details

Program Title	
Program Category (e.g. dance or drama)	
Estimated duration (e.g. 15 minutes)	
Estimated stage preparation time	
Total Number of Kids participating	
Total Number of Adults participating	
Special requirements for participation (e.g. limited only to Tamil school kids)	
Special needs for staging: (e.g. Lighting, Microphones, CD Player)	
Program Narrative (Brief description about the program content)	
Any other information	
List of Songs that will be used in the program (Please attach a sheet if additional space is needed)	1.
	2.
	3.
	4.
	5.
	6.

