

## **SHOWCASE - OPERATING POLICY**

COCA showcases are intended to feature a diverse array of artists from multiple disciplines within the entertainment and education industry that are suitable for booking for Canadian Campuses

1. Showcase Committee
  - 1.1. The Showcase Committee will select showcases that represent quality, variety, diversity and inclusive programming.
  - 1.2. The committee shall be made up of a minimum of one Showcase Selection Coordinator and three school members.
  - 1.3. Any person who represents an act shall be ineligible to sit on the selection committee.
  - 1.4. Showcase selections shall be kept confidential until after the showcasing artists have been announced.
  
2. Showcase Artists
  - 2.1. All showcasing artists will not showcase anything that may unduly discriminate based on race, color, religion, economic status, gender, gender identity, sexual orientation, national origin, age, ethnic background, or disability.
  - 2.2. Any artist selected to showcase must agree to adhere to all COCA Policies.
  - 2.3. All showcasing artists must have paid all required Showcasing Fees prior to showcasing.
  
3. General Showcase
  - 3.1. Showcase selections are awarded to individual acts based on applications received and not the represented Associate.
  - 3.2. No artists can provide their own substitutions to showcase. If the selected artist is unable to showcase, the artist forfeits their fee and time slot to showcase.
  - 3.3. Any live performance during the conference, promoted or advertised directly to conference delegates, that occurs outside the officially scheduled program of the conference may be considered an illegal showcase. The Board may exercise and impose any penalty provided for in the grievance procedure.
  - 3.4. COCA will determine and provide all production equipment (sound & light).
  
4. Ceasing Live Showcases
  - 4.1. In the event that an artist's showcase is deemed unacceptable based on the Artist Policy or COCA Values and Mission, the showcase may be stopped. To stop an artist's showcase, at least three (3) members, made up of either board members, the showcase coordinator or Conference Chair must make the decision together. The decision must be documented, and the reasons for stopping the showcase should be clearly stated and communicated to the artist.
  - 4.2. Additional disciplinary action may be applied to the showcasing artist.
  - 4.3. The Artist's showcase fee will not be refunded.
  - 4.4. An artist may appeal the decision in writing within 3 days of their showcase to the Executive Director. The Appeal will be brought to the next Board of Directors Meeting.

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