

\_\_\_\_\_ scheduled day & time

\_\_\_\_\_ programme name

\_\_\_\_\_ approved to proceed with above conditions or concerns – date & initial – attach if necessary

\_\_\_\_\_ review or other comments - date & initial – attach if necessary

# TRENT RADIO REGULARLY-RUNNING PROGRAMME PROPOSAL

## WHO?

Who will be responsible for producing and broadcasting your programme?  
(please print clearly and legibly ... all programmers must have a telephone number and be able to respond within 24 hours)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phn: \_\_\_\_\_ Cell: \_\_\_\_\_

Phn: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

### MEMBERSHIPS:

Full-time Peterborough based TrentU Undergrad  
Year \_\_\_\_\_ Major(s) \_\_\_\_\_

Full-time Peterborough based TrentU Undergrad  
Year \_\_\_\_\_ Major(s) \_\_\_\_\_

Are you receiving student aid? Y / N (circle)

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Individual Community Membership - \$25 due

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- part-time or grad student at TrentU
- Fleming College student
- high school or elementary student
- community member

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- Fleming College student
- high school or elementary student
- community member

Business or Non-Profit Organisation(\$100 due)

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## ABOUT YOU...

### DO YOU HAVE PREVIOUS EXPERIENCE AT:

- Trent Radio?
- other campus or community radio facilities?
- The CBC or a commercial radio station

Describe \_\_\_\_\_

### DO YOU HAVE PREVIOUS EXPERIENCE AT:

- Trent Radio?
- other campus or community radio facilities?
- The CBC or a commercial radio station?

Describe \_\_\_\_\_

What are your special skills or talents that Trent Radio should know about? What other things are you interested or involved in? We aim to be a diverse bunch of folks, cultivating and exploring new ways of using radio. Open up!

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# WHAT?

What will your programme be about? What are your ideas? (Attach an outline of your first 3 shows)

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What is the name (or working title) of your programme? How long would it be?

\_\_\_\_\_  1min  5mins  30mins  1hr  90mins  2hrs

Trent Radio publishes a radio guide and web page. Write a description for your programme that you would like included:

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What are *your* ideas for promoting your show?

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Who do you think would be interested in your show?

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# WHY?

Why do you want to do a radio programme? What are your goals?

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How do they fit into Trent Radio's aims and objectives? (see Proposal Guide)

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# WHEN?

Generally, radio shows are assigned according to a weekly schedule.

What is your preferred **day** and **time** to broadcast? (include as many different times as you can)

1st preference: \_\_\_\_\_

2nd preference: \_\_\_\_\_

3rd preference: \_\_\_\_\_

What time is **NOT** possible? (be specific) \_\_\_\_\_

# HOW?

## TECHNICAL & PHYSICAL RESOURCES

1. Will you broadcast your show live or pre-produce it? \_\_\_\_\_
2. Have you ever done the technical operation of a radio show (Studio A)? \_\_\_\_\_
3. Have you ever used the Trent Radio production studio (Studio B)? \_\_\_\_\_
4. Do you plan to use the turntables? \_\_\_\_ If YES, do you know how to use turntables? \_\_\_\_\_
5. Trent Radio cannot provide portable recording equipment. Do you have your own if needed? \_\_\_\_\_
6. Do you intend to use the on-air phone line? \_\_\_\_\_
7. Do you or your guests need parking at Trent Radio during your show Y/N? If Y how many spots? \_\_\_\_\_
8. Do you or your guests smoke, vape, etc. \_\_\_\_\_

**\*\* YOU ARE REQUIRED TO BRING & USE YOUR OWN PAIR OF HEADPHONES \*\***

## CONTENT RESOURCES

1. How will you do research for your show? \_\_\_\_\_
2. Do you have the music, contact information, and other material needed to do your show? Describe.  
\_\_\_\_\_
3. Do you intend on taking requests? Why? \_\_\_\_\_
4. If you think your show may be likely to offend, please describe why. \_\_\_\_\_  
\_\_\_\_\_

## PEOPLE POWER

Will you be having guests regularly? \_\_\_\_\_

If YES, how will they play a role in your show? \_\_\_\_\_

Will others help in your research? (give an example) \_\_\_\_\_

Will you require assistance in technical operations? To what extent? \_\_\_\_\_

Do you require studio training?  Yes  Refresher only  Probably Not

**PROGRAMMER DEVELOPMENT:** Trent Radio can offer a variety of skill development workshops including interview skills, technical training, on-air phone training, or more abstract things like radio drama, radio art, etc. What training or talks would you be interested in and/or find beneficial? What have you always wanted to know about? What could you share or teach?

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# TRENT RADIO PROGRAMMER PLEDGE

**Programming and the use of Trent Radio's facilities are a privilege. As a programmer, I am in a position of trust.**

1. I shall "show up", and fulfil all pledges made in my Programme Proposal and make my best efforts to produce exceptional programming and radio of the highest standard I can.
2. I will be accountable for my conduct and radio programming and hold Trent Radio safe from any liability resulting from same, and I shall keep my contact information accurate & up-to-date, such that I can respond to Trent Radio within twenty-four hours, and will provide a local non-long distance phone number. I will also provide an email address where I may be quickly (within 24hrs) reached.
3. I must provide an exemplar programme within three weeks of being commissioned to be put up as a podcast and in case I cannot attend at my scheduled time. I shall give reasonable notice (3 full days) to the Programme Director if I should not be able to attend at my scheduled time. I shall not delegate my programme to another without the express permission of the Programme Director.
4. I shall abide by Trent Radio policies, guidelines and direction of staff. Staff generally includes the Programme Director, Production Mgr, GM, and Operators.
5. My programme may be subject to periodic review for the purpose of evaluation and feedback.
6. I understand that Trent Radio may pre-empt my programme two minutes before and after its scheduled time for traffic and continuity, or entirely for special events and programmes.
7. I may be reasonably called upon to help, participate or assist in any of Trent Radio's operations.
8. I will arrive 20 minutes prior to my programme air time.
9. I shall be cognisant of the security of all who use the building and it's contents, and I shall work and act to minimise risk.
10. I shall report all "guests" (including full names and telephones numbers) in the Operators' Book
11. I understand that Trent Radio may use my/our real name(s) and personal information contained herein and elsewhere for contact purposes, in the course of its operations such as its public web pages, and to ensure my accountability in any way it deems fit.
12. I understand that anyone removing equipment or music without authorisation could be considered a thief, and dealt with accordingly.
13. When identifying my show I shall not say "You are listening to Trent Radio", while I may say "Your are listening to [my show] broadcasting through the facilities of Trent Radio".
14. I shall not bring any food our drink into the studios.
15. I shall report any loss, damage, unsafe condition or defective equipment immediately and shall co-operate in any investigation or follow-up.
16. I understand that no alcohol or illicit drugs are to be used anywhere on the premises.
17. I shall treat the equipment, music and the entire facility with due care. I shall clean up any mess in the studios, archives or kitchen.
18. I shall fully and neatly complete all admin documents, not limited to but including programme logs, sponsorship logs, music sheets, operator's logs and phone messages
19. I shall not use my position for the purpose of direct personal gain, except with the express permission of the General Manager.
20. I understand that if the logger is not working that I shall sign-off and alert others to the problem immediately.
21. I shall bring my own working headphones & use them when programming.
22. I have attached a three programme outline with this proposal.

I have NOT attached a three show outline  
(cross out the NOT if you have attached a three show outline)  
I am eighteen years of age or older [ ]

I have NOT attached a three show outline  
(cross out the NOT if you have attached a three show outline)  
I am eighteen years of age or older [ ]

\_\_\_\_\_ print name

\_\_\_\_\_ print name

\_\_\_\_\_ signature \_\_\_\_\_ date signed

\_\_\_\_\_ signature \_\_\_\_\_ date signed

Fee Attached [ ]

Fee Attached [ ]

\_\_\_\_\_ membership fee \$ or student mshp #

\_\_\_\_\_ membership fee \$ or student mshp #

Deposit Date & # \_\_\_\_\_

Deposit Date & # \_\_\_\_\_