

TRENT RADIO SPRING 2020 PROGRAMME PROPOSAL

Proposal deadline: FRIDAY DECEMBER 6th, 2019 at noon

WHO?

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

Name: _____

Name: _____

Address: _____

Address: _____

phn: _____ cell: _____

phn: _____ cell: _____

email: _____

email: _____

MEMBERSHIPS:

- Full-time Peterborough based TrentU undergrad

Year: _____ Major(s): _____

- Individual Community Membership - \$25 due

Part-time or grad student at TrentU

Fleming College student

High-school or elementary school student

Community Member

- Business or Non-Profit Organization - \$100 due

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WHAT?

Please answer the following questions clearly, and attach an outline of your first 3 shows.

1. What is the name (or working title) of your programme? _____

2. How long would it be? ___ 30 mins ___ 1 hour ___ other

3. Returning show? ___ YES ___ NO

4. Returning programmer? ___ YES ___ NO

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

6. Does your show meet Trent Radio's CanCon & spoken word / foreground format requirements? ___ YES ___ NO

7. If you think your programme may be likely to offend, please describe why: _____

FOR USE BY PROGRAMME SELECTION COMMITTEE:

Proposed Day/Time: _____ Length: _____ Content Categories: _____

Approved with conditions: _____

PSC Member Name: _____

8. What are your ideas for promoting your show? Who do you think will be interested? _____

9. How will you do research for your show? _____

10. Do you have the music, contact information, and other material needed for your show? Describe. _____

WHEN? Please indicate your availability in this section.
Trent Radio's mandate includes enabling participation from a diverse collection of community participants, so we will not guarantee the same Programming time slot from season to season.

11. Generally, radio shows are assigned according to a weekly schedule. What is your preferred **day** and **time** to broadcast?
1st preference: _____
2nd preference: _____
3rd preference: _____

12. What other times are possible? Check all that apply.

	MON	TUES	WED	THURS	FRI	SAT	SUN
11am-2pm							
2pm-5pm							
5pm-8pm							
8pm-10pm+							

13. What other factors should be considered when scheduling your show? _____

WHY?

14. Why do you want a radio programme? What are your goals? _____

15. How do they fit into Trent Radio's aims and objectives? (See proposal guide.) _____

HOW?

16. Do you have previous experience at:

- | | |
|--|--|
| <input type="checkbox"/> Trent Radio? | <input type="checkbox"/> Trent Radio? |
| <input type="checkbox"/> Other campus or community radio facilities? | <input type="checkbox"/> Other campus or community radio facilities? |
| <input type="checkbox"/> The CBC or a commercial radio station? | <input type="checkbox"/> The CBC or a commercial radio station? |
| <input type="checkbox"/> Other? | <input type="checkbox"/> Other? |

17. 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!

TECHNICAL AND PHYSICAL RESOURCES

18. Will you broadcast your show live, or pre-produce it? _____

19. Have you ever done the technical operation of a radio show? (Studio A) _____

20. Have you ever used the Trent Radio production studio? (Studio B) _____

21. Do you plan to use the turntables? If yes, do you know how to use turntables? _____

22. Trent Radio cannot provide portable recording equipment. Do you have your own if needed? _____

23. Will you require assistance in technical operations? To what extent? _____

24. Do you require studio training? _____ YES _____ REFRESHER ONLY _____ PROBABLY NOT

GETTING HERE

25. Do you or your guests have accessibility requirements we should be aware of? _____

26. Will you be parking a car at Trent Radio during your show? _____

27. Will you be locking a bike at Trent Radio during your show? _____

TRENT RADIO PROGRAMMER PLEDGE

Programming and the use of Trent Radio’s facilities are a privilege. As a programmer, I am 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, and will provide a telephone number and email address such that I can respond to Trent Radio within twenty-four hours.
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 Director of Operations, Director of Programming, 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 its 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 "You 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 attached a three-show outline _____
I am 18 years of age or older _____

Print Name

Signature

Date Signed

Membership Fee \$ or student #

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