



Radio Program Proposal Form

April 15, 2014

Radio Show Proposal Form

Please note that you do not need to fill out the general volunteer form if you are filling out this one.

99.3 County FM is a volunteer operated community station. Our mission is to strengthen and enrich the Prince Edward County community by delivering volunteer produced radio programming. With this in mind, we give priority to programming that:

- Is produced by groups, not individuals
- Has local content and roots in the listening community
- Includes a diversity of grassroots voices from all over the County
- Identifies an audience that it wishes to serve
- Respects its audience
- Plays music that is not available on existing stations
- Commits to weekly programming of 2 hours in length
- Puts a premium on local artists and Canadian content, where applicable
- Contributes to meeting our regulatory obligations (non-pop music, Spoken Word etc.)
- Contributes to public safety and emergency messages
- Contributes to fundraising and other support of County community not-for-profit organizations

Please use this form to tell us how your proposed programming will meet our mission and programming priorities.

Name(s):

Proposed Show Title:

Time Slot Preference

1st Choice:

2nd Choice:

3rd Choice:

Email:

Phone Number:

Are you currently a Prince Edward County Community Radio member?

**Please write a brief overview of what your show will be like (music genres, discussions, what you want your listeners to come away with).
What will make your show unique? (add additional pages as required)**

Police Check Requirement

Please note that if your application for a program position is accepted, you will be required to undergo a Police Check before going on air. We will help you through that process at that time.

Voice Test Requirement

As part of the normal procedure of selecting our hosts, you will be required to take and pass a brief voice test.

Sample Show Log to be completed for programs including music

Attached is a show log that program hosts are required to fill out during each show. Please complete the attached log with a sample playlist that you might play during a typical show. Note: check the 'Can Con' box if the selection meets two of the four following criteria – Music composed by a Canadian, Artist is a Canadian, Production in Canada and Lyrics written by a Canadian.

(We are happy to accept an audio sample of your show.)

99.3 County FM Program Log

Show Title:

Date:

(mm/dd/yy)

Program host(s):

Track Title	Artist	Can Con?	Time Played

Thanks for your interest in Prince Edward County Community Radio and our mission. If your proposal is approved, you will be fully trained in on-air etiquette, CRTC regulations, and the various other procedures in place at Community Radio 99.3!

You can send your completed application to:

info@993countyfm.ca

or send it by mail to:
99.3 County FM
PO Box 22025 Gardiners Village PO
Picton, Ontario K0K 0A0

For more information, please contact JJ Johnston, our interim General Manager
info@993countyfm.ca

Programmer/Show Host Agreement

This is an agreement to review the basic responsibilities, which each programmer must fulfill in order for the station to operate smoothly for all volunteers and listeners. Programmers/Hosts who are unable or unwilling to adhere to these requirements will be required to meet with the Station Manager, who will communicate with the Programming Committee for decisions on suspension of programs or membership. Be sure to read, review and adhere to all policies and procedures as found in the Programmers Manual.

In the area of Programming you agree to:

- Ensure all programming requirements are met to meet our promise of performance to the CRTC.

You agree that 45% of all songs played each week qualify as Canadian content. You agree to make sure there is representation per week from Prince Edward County and regional artists (where applicable).

You agree that you will ensure a minimum 20% per week in Spoken Word content. You will meet the program description provided in your application form particularly with regard to specialty music.

- Ensure all items listed on the log are followed, played when scheduled and signed off. This includes recorded announcements/commercial/ PSA's etc. Also ensure any logged "live" items are read i.e. sponsorship logs (if required) where logged and signed off immediately.
- Ensure the CRTC Loggers are working properly. You are responsible to check to make sure they are recording before, during and after each show
- Ensure Playlists are completed in full before every show and reconciled for any changes immediately after your show, indicating Canadian content and any other changes.
- Treat the equipment with respect, keep the studio clean, have no food/drink at the console.
- Review and adhere to all policies and procedures as found in the Programmers Manual.

In the area of Station Development you agree to:

- Attend occasional meetings or supplementary training sessions if requested.
- Participate in membership drives or fundraisers for the station if possible.
- Put in occasional volunteer time or take on a volunteer role to assist in the operation and development of the station.
- Treat other 99.3 County FM volunteers with respect and be as cooperative and flexible as possible.

In the area of Building Security you agree to:

- Supervise any guests you invite and ensure they adhere to all rules and policies.
- Immediately report any problems, strange occurrences, emergencies or concerns to the Station Manager.
- Ensure you do not disrupt other groups in the building [enter/exit, volume levels]
- Keep your entrance keys secure and follow procedures for entering and exiting the building
- Remove outdoor footwear to reduce cleaning costs
- Clean up the studios and the entire office area and deposit the garbage in the designated area. It's up to all of us to keep our station clean
- The understanding that any incidents that endanger the corporation's arrangement with the County Farm Centre, or damage or misuse of County Farm Centre property, may result in revocation of your membership, and broadcasting privileges

I, _____
have reviewed this contract and agree to its content. I have also reviewed the **Programmers Manual** and agree to its content.

Signature _____ Date _____

(mm/dd/yy)