

## WEFT Morning Menu Strip Program Proposal

**Instructions:** The purpose of this Proposal form is for the Programming Committee to get to know you and the program you are proposing. *The Programming Committee reserves the right to disregard or reject incomplete proposals.* After you complete this proposal follow the instructions at the end of this form.

**Part I: Airshifter Information**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is it better to contact you by [ ]E-mail or [ ]Phone? If Phone, when is the best time to call? \_\_\_\_\_

**You must have completed the WEFT Airshifter Training Class and three in-studio training sessions in order to submit a Program Proposal for consideration (if you currently host your own show you may leave this section blank).**

Date of Training Class: \_\_\_\_\_

Date of 1st studio training: \_\_\_\_\_ 2nd studio training: \_\_\_\_\_ 3rd studio training: \_\_\_\_\_

Have you signed an Airshifter Contract? [ ]Yes [ ]No

**Please list any committees that you belong to and any volunteer work you have done at WEFT in the last six months:**

Committee or Supervising WEFT Staff Member	Type of Work or Committee Position Held	Date(s)

**Please list any shows you have substituted or other shows you have hosted:**

Show Name & Genre	Day & Time	Date(s)	(S)ub or (H)ost?

Please list any previous broadcast experience: \_\_\_\_\_

If you have submitted any other Program Proposals in the last six months, please list their names and genres: \_\_\_\_\_

**Part II: Program Information**

Name of proposed program: \_\_\_\_\_

All WEFT Morning Menu programs should feature music from a variety of genres mixed together throughout the program. Will your program fulfill this requirement? [ ] YES [ ] NO If NO, explain why not. \_\_\_\_\_

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How does your proposed program differ from or complement Morning Menu programs already on WEFT? \_\_\_\_\_

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**WEFT requires music programs to play at least 25% new music that comes exclusively from the WEFT music library.**

**Will you be able to fulfill this requirement?**      YES      NO

If NO, why not? \_\_\_\_\_

**Morning Menu Strip programs air Monday through Friday from 6 – 9 am. Please mark the days you are proposing for:**

DAYS:  MON      TUES      WED      THUR      FRI

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**Part III: Airshifter Responsibilities**

**Are you familiar with the operation of WEFT's satellite receiving equipment and satellite program recording and playback?**

YES      NO

An average program requires at least as many hours per week to prepare as it does to actually do on-air. **Approximately how many hours per week will you agree to invest in preparation for your program?** \_\_\_\_\_

**WEFT does not allow indecent material (including the so-called "7- dirty words") to be broadcast on Morning Menu Strip programs. Will you be able to take appropriate measures (such as previewing ALL music played) to ensure that your program is in compliance with this policy?**

YES      NO     If NO, why not? \_\_\_\_\_

**WEFT requires all airshiffters to commit consistent volunteer time outside one's airshift. Will you be able to make such a commitment?**  YES  NO     **If YES, what type of commitment will you consider?** \_\_\_\_\_

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**Part IV: Agreement**

I understand that the Program Committee reserves the right to accept or refuse this proposal and may ask me to revise and resubmit this proposal at its discretion.

I understand that the following criteria, listed in no particular order, will be utilized in assessing my proposal: quality, uniqueness, my past and future volunteer commitment, program cost, audience potential, length of time the proposal has been under consideration. Additional criteria may be applied at the committee's discretion.

I understand and agree that this Program Proposal is a contract between myself and WEFT and that if it is accepted by the Programming Committee I am bound by all terms and agreements specified within.

If accepted, I understand that the WEFT Programming Committee reserves the right to alter the length or air time of this program at any time.

**Signed** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Final Instructions:**

- Turn in the completed proposal to the Programming Committee 'IN' box.
- Program proposals must be submitted by the *Monday* prior to all Programming Committee meetings. Proposals submitted after this time may not be considered in any decisions made during that particular meeting.
- After you submit your program proposal you should contact the Programming Committee Chair to find out what your next step in the program proposal process will be and if you should attend a Programming Committee meeting.
- *Please contact the Program Committee chair or co-chair if you have any additional questions.*