

WEFT General Program Proposal

(revision 4 – 11/01)

Do not use this proposal for strip (Morning Menu, Jazz, Blues, World Beat Blender) programs.

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 two 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: _____

Brief show description (format, genre, etc.): _____

Who is your audience? _____

How does your proposed program differ from programs on other radio stations in the area? _____

How does your proposed program differ from or complement programs already on WEFT? _____

Does WEFT currently have the resources necessary to do your program? (for example, does WEFT have CDs or records in your genre? If you will be doing pre-production, are our production facilities sufficient?)

YES NO

If NO, will you work with the appropriate WEFT committees and staff to acquire such resources? YES NO

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? _____

The more complete the description of your show is, the better the Programming Committee can assess its merits relative to WEFT's philosophies and needs. Please submit additional page(s) outlining the specific philosophies and goals of your program. Feel free to outline specific shows or include sample playlists (if relevant).

Please do not submit tapes unless specifically requested to do so by the Programming Committee.

Please mark the days and times you are proposing for:

DAYS: MON TUES WED THUR FRI SAT SUN

TIMES: 6-8PM 8-10PM 10PM-12AM 12-2AM 2-6AM

OTHER (weekends only): _____

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") without express permission of the Programming Committee and never allows obscene material to be broadcast. Will you be able to take appropriate measures (such as previewing ALL music played) to ensure that your program is in compliance with these policies?

YES NO If NO, why not? _____

WEFT requires all airshifters 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?** _____

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 and an audition tape to the Programming Committee 'IN' box.
- Program proposals must be submitted by the *Tuesday* 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.*