

3WAY FM PROGRAM PROPOSAL

- This form must be completed by ALL MEMBERS WISHING TO PRESENT A SHOW over the coming season on 3WAY FM, or RELINQUISHING A CURRENT SHOW.
- ***All persons presenting or helping to present a program MUST BE CURRENT FINANCIAL MEMBERS of 3WAY. Only proposals from current financial members will be considered.***
- The proposal form must be completed for both NEW and CONTINUING SHOWS.
- Each program proposal must be filled out on a separate form. Please complete all sections.
- If you have a current show that is not continuing, please complete only Questions 1 and 2.
- By signing this proposal, you indicate that you are willing to commit yourself to presenting your program on a WEEKLY BASIS for the WHOLE OF THE SEASON.
- ***Completed Proposal Form to be returned to Program Proposals Slot in Hallway at 3WAY FM Studio.***

1. PROPOSER DETAILS			
Proposer Name(s)	1.	2.	3.
3WAY Financial Member?	Yes / No	Yes / No	Yes / No
Membership Number:			
Expiry Date:			
Postal Address:			
Phone (BH)			
Phone (AH)			
Email Address			

2. PROGRAM DETAILS	
What is the program title (up to 6 words)?	
Tick one of the following: Continuing program <input type="checkbox"/> New program <input type="checkbox"/> Program not continuing this season <input type="checkbox"/>	<u>Description for program guide (up to 5 words maximum):</u> Same description as last season: Yes/No If no New description:
Will this program achieve at least 25% Australian Music Content? (circle one)	
Yes / No	

3. PROPOSED TIME SLOT			
	Day	Start Time	Finish Time
1st Choice			
2nd Choice			
3rd Choice			
Other time/comment?			

4. PREVIOUS RADIO EXPERIENCE		
Program presentation experience	Tick	Brief Details
No previous experience		
Previous 3WAY program		
Other previous experience		
Radio Production Training: Provide details of any radio production training (e.g. 3WAY or TAFE courses), or other relevant experience:		

PLEASE TURN OVER, READ AND SIGN THE AGREEMENT ON THE BACK OF THIS FORM.

PLEASE COMPLETE BOTH SIDES OF THIS FORM

PLEASE MAKE SURE YOU READ & UNDERSTAND!

5. AGREEMENT

I/We undertake to observe the following broadcasting regulations:

- a. Sponsorship material **will be played** as scheduled in the running sheet.
- b. There will be **no unauthorised advertising** in the program.
- c. Each recorded item (e.g. from a CD, record or prerecorded tape) will be listed on the APRA sheet, which will be returned to the station on completion of the program.
- d. Copyright on literary works, where appropriate, will be cleared.
- e. If program material is intended to be re-broadcast, an "Authorisation" will be signed by all participants.
- f. There will be **no personal attacks** on private individuals nor any libellous statement made.
- g. There will be **no comparative, negative or derogatory comments** about any other sectors, networks, stations or announcers of any forms of media.
- h. There will be **no presentation of offensive material**, with strict adherence to the station's policy on liberal lyrics (i.e. generally not allowed before 10 pm). If in doubt, we will check policy.
- i. There will be no incitement to riot, or to violent or unlawful actions of any kind.
- j. **The studio will be left in a neat and tidy condition, and all equipment treated with care.** All breakages/faults will be reported to the station technical officer or office staff.
- k. All recordings or equipment owned by 3WAY FM will be returned promptly.
- l. No telephone calls will be put to air without permission. All outgoing calls must be paid for. All incoming calls must be recorded in the Presenter's Communication Book.
- m. Live to air telephone interviews will only be conducted in accordance with station policy, and presenters must accept full responsibility for the correct use of the telephone interface unit.
- n. All participants in a program must act in a responsible manner. **No more than 4 people in the studio at one time.**
- o. No smoking on the premises and no food or drink to be taken into the studio.
- p. The program schedule will be strictly followed, especially regarding start and finish times. **Presenters are required to be at the studio 15 minutes prior to the start of their program.** In extreme circumstances, ring the station (or, if no response, the daily coordinator) immediately.
- q. The presenter agrees to be in charge of the program until the completion of the current programming season. In the case of temporary absence, the presenter must organise a suitably trained member as replacement and notify the office staff. If problems arise in meeting this obligation, the office staff or Programming Committee should be contacted. **Remember, the onus is on YOU to find a suitable replacement and gain approval of the Programming Committee.**
- r. Permission from the daily coordinator is required to substitute a taped program for a live one, as it cannot be assumed that someone will automatically be available to play your taped show.
- s. **A program may be cancelled or shortened by the Programming Committee**, without prior notification if necessary.
- t. No prizes or give-aways are to be offered on air without the permission of the Sponsorship and Fundraising Committees.
- u. The station is not able to provide panel operators for presenters.
- v. Personal mail should not be addressed c/- 3WAY.
- w. You are required to supply your own headphones.
- x. You are required to familiarise yourself with other presenters in case you need to find a temporary replacement for your program.
- y. **At the END of your PROGRAM, PLEASE VACATE THE STUDIO as Quickly as Practicable to allow a smooth transition between Programs. DO NOT SIT IN ON ANYONE ELSE'S PROGRAM UNLESS INVITED, AS IT CAN BE VERY DISTRACTING FOR THE PERSON DOING THEIR SHOW.**
- z. **Please be aware we are Streaming 24 hours a day. If there are any problems, contact a Committee member**

I, _____ agree to the above conditions on behalf of participants involved in the presentation of the _____ program.

I understand that if any of these undertakings are disregarded, access to 3WAY FM may be denied by the committee.

Signed: _____

Date: _____

PLEASE COMPLETE BOTH SIDES OF THIS FORM