

### 3WAY FM COMMUNITY RADIO PROGRAM PROPOSAL

To enable your program to be considered for A NEW or CONTINUING program timeslot, for the coming season, please complete this form and return to the Program Proposals Slot in the hallway at 3WAY FM Studio at 91 Hyland St, Warrnambool (SGAE) during office hours 10 am – 12 noon weekdays, prior to the indicated closing date.

<b>CLOSING DATE:</b>		<b>FOR SEASON:</b>	Spring	Summer	Autumn	Winter	<b>FOR YEAR:</b>	
----------------------	--	--------------------	--------	--------	--------	--------	------------------	--

- Our 4 Seasons for the year are Winter (June July Aug), Spring (Sept Oct Nov), Summer (Dec Jan Feb), Autumn (March April May).
- All persons presenting or co-presenting a program **MUST BE CURRENT FINANCIAL MEMBERS** of 3WAY.
- Only program proposals from **CURRENT FINANCIAL MEMBERS** will be considered.
- Each program proposal must be filled out as a separate proposal.
- By signing this document, you indicate that you are willing to commit to presenting your program, as indicated in this proposal, for the **WHOLE OF THE SEASON**.

<b>1: Proposers Details. PLEASE PRINT</b>			
Presenters	1	2	3
Name			
Postal address			
Phone			
Email address			
Financial member?	Yes / No	Yes / No	Yes / No

<b>2: PROGRAM DETAILS</b>	
Program Title:	
Tick one of the following...	Program Description: (if program is NEW)
New Program	
Continuing Program	
Cancellation of Program	
Will this program achieve at least 25% Australian music content? Yes / No	

<b>3: PROPOSED TIME SLOT (please refer to program guide on website)</b>			
*PLEASE NOTE: Mon – Fri 12.30pm - 1pm is reserved for news and is unavailable for general programming.			
Length of Program:			
	Day of week	Start Time	Finish Time
1 <sup>st</sup> choice			
2 <sup>nd</sup> choice			
3 <sup>rd</sup> choice			

<b>4: BROADCASTING EXPERIENCE</b>	
Previous Program presentation experience	Details of previous experience
	Tick
No previous experience	
Previous 3 Way Program	
Other broadcasting experience	
Radio Production Training	

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

PLEASE COMPLETE BOTH SIDES OF THIS FORM and lodge into the Program Proposals Slot in the hallway at 3WAY FM Studio at 91 Hyland St, Warrnambool (SGAE) during office hours, 10 am – 12 noon weekdays.

# PLEASE MAKE SURE YOU READ & UNDERSTAND!

## 5.AGREEMENT

I / We undertake to observe the following station policies:

1. Sponsorship material will be played as scheduled in the running sheet.
2. There will be no unauthorised advertising in the program.
3. Each item broadcast (e.g. from a CD, USB, Computer Library) will be listed on the APRA sheet, which will be returned to the station on completion of the program.
4. Copyright on literary works, where appropriate, will be cleared.
5. If program material is intended to be re-broadcast, an "Authorisation" will be signed by all participants.
6. There will be no personal attacks on private individuals nor any libellous statements made.
7. There will be no comparative, negative or derogatory comments about any other sectors, networks, stations or announcers of any forms of media.
8. 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.
9. There will be no incitement to riot, or to violent or unlawful actions of any kind.
10. 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.
11. All recordings or equipment owned by 3WAY FM will be returned promptly.
12. No telephone calls will be put to air without permission. All incoming calls must be recorded in the Presenter's Communication Book. Recorded
13. 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.
14. All participants in a program must act in a responsible manner. No more than 4 people in the studio at one time.
15. No smoking on the premises or grounds and no food or drink to be taken into the studio.
16. 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.
17. 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.
18. Permission from the daily coordinator is required to substitute a pre-recorded program for a live one, as it cannot be assumed that someone will automatically be available to play your pre-recorded show.
19. A program may be cancelled or shortened by the Programming Committee, without prior notification if necessary.
20. No prizes or give-aways are to be offered on air without the permission of the Sponsorship and Fundraising Committees.
21. The station is in general not able to provide panel operators for presenters, however in some situations/ circumstances, panel operators may be provided. Please discuss with the daily coordinator or programming committee.
22. Personal mail should not be addressed c/-3WAY.
23. You are required to supply your own headphones.
24. You are required to familiarise yourself with other presenters in case you need to find a temporary replacement for your program.
25. 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.
26. 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 Lodge into the Program Proposals Slot in the hallway at 3WAY FM Studio at 91 Hyland St, Warrnambool (SGAE) during office hours, 10 am – 12 Noon weekdays.

(last reviewed July 2019)