

# 3WAY FM Community Radio Program Proposal for a **New Program**

Period and Year ...Period 1 - March April May June ...Closing Date 5.2.23

All persons presenting a program must be financial members of 3WAY-FM.

- Each program must be filled out on a separate program proposal form.
- 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.

Proposer/s Details - *please print clearly*

Presenter	1	2	3	4
Name				
Address				
Phone				
Email				

## Program Details

<b>Program Name :</b>			
<b>Program description:</b>			
Will this program achieve at least 25% Australian content	YES	NO	

## Proposed time slot

<b>PLEASE NOTE: Mon – Fri 12-30 p.m. – 1-00 p.m. is reserved for news and unavailable</b>			
	Day of week	Start time	Finish time
1 <sup>st</sup> preference			
2 <sup>nd</sup> preference			
3 <sup>rd</sup> preference			

## Broadcasting experience

<b>Previous presentation experience</b> <i>please place cross where applicable</i>	<b>Details of each presenter's radio experience</b>	
No previous experience		
Previous 3WAY program		
Other broadcasting experience		
Radio production training		

In applying for a program under the current restricted programming the following must be agreed. Your signature at the bottom of this document demonstrates your commitment to abide by these points.

	YES	NO
I have been triple vaccinated for COVID		
I agree to follow 1.5 metre social distancing		
I agree that I will not have more than 2 additional people in the studio at any time		
I agree to using the hand sanitising at the entry & leaving the studio		
At the end of my program, I will clean the studio and sign the cleaning record		
I will stay away from the studio if I am unwell		

**AGREEMENT:**

1. Sponsorship material will be played as scheduled on the running sheet.
2. There will be no unauthorised advertising in the program.
3. Each Australian 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 the 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 attackers on private individuals, nor any libelous 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 station policy on liberal lyrics (i.e. generally not allowed before 10pm.). 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 & tidy condition, and all equipment treated with care. All breakages and faults will be reported to the station technical officer or office staff.
11. All recordings owned by 3WAY-FM will be returned promptly.
12. No calls will be put to air without permission. All incoming calls must be recorded in the presenters' Communication Book.
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. No smoking on the premises and grounds and no food or drink to be taken into the studio
15. 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 commencement of their program. In extreme circumstances, ring the station, (or if no response, the daily coordinator) immediately.
16. The presenter agrees to be in charge of the program until completion of the current programming season. In the case of temporary absence, the presenter must organise a suitable trained member as a replacement and notify the Daily Coordinator. 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.
17. 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.
18. A program may be cancelled or shortened by the Programming committee without prior notification if necessary.
19. No prizes or giveaways are to be offered on air without the permission of the Sponsorship or Fundraising committees.
20. 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.
21. Personal mail should not be addressed to c/- 3WAY.
22. You are required to supply your own headphones
23. You are required to familiarise yourself with other presenters in case you need to find a temporary replacement for your program.
24. At the end of your program, please vacate the studio as quickly as possible 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.
25. Please be aware that we are streaming 24 hours/day. If there are any problems, contact your daily coordinator.

Your signature indicates you have read and will observe the above station guidelines If any of the above undertakings are disregarded, access to 3WAY FM may be denied by the committee.

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

Signed :.....Date:.....

Program proposal approved / not approved .....

Signature of Program Coordinator.....Date: .....

Email your completed form to [admin@3wayfm.org.au](mailto:admin@3wayfm.org.au) or return it to the appropriate slot in the station corridor.