

WEFT Champaign 90.1 FM Public Affairs Program Proposal

(Revised Nov. 2016)

Instructions: The Purpose of this Proposal form is to help the Programming Committee get to know you and the program you are proposing. *The Programming Committee reserves the right to disregard or reject incomplete proposals.* After this Proposal form has been completed, ***please follow the instructions at the end of the form.***

Part I: Airshifter Information

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Today's Date: _____ E-Mail Address: _____

Is it best to contact you by E-Mail or Phone? If Phone, when is the best time to contact you? _____

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 Classes: _____

Date of First Studio Training: _____ Date of Second Studio Training: _____

Have you signed an Airshifter Contract? Yes No

Have you been provided a copy of the WEFT Airshifter Standard Operating Procedure? Yes No

Please list volunteer work that you have performed at WEFT in the past six months (include Committee memberships):

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 and Genre	Day and 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 name(s) and genre(s): _____

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Part II: Program Information

Name of Proposed Program: _____

Please provide a brief description of your show (format, subject matter, etc.) _____

What audience will your show serve? _____

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

How often will you have interviews/guests on your program? _____

Will your proposed program require the use of our telephone interface? Yes No

If Yes, will you require training to utilize the WEFT telephone interface? Yes No

Does WEFT currently have the resources necessary to host your program? (for example, if you will be performing any 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

Proposed Program Air Day/Time: Sun Mon Tues Wed Thu Fri Sat

12AM-2AM 2-6AM 6-8PM 8-10PM 10-12PM Other (weekends only) _____

The more complete the description of your show is, the better the Programming Committee can assess its merit 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 an audio sample unless one is requested by the Programming Committee.

Part III: Airshifter Responsibilities

An average Public Affairs program requires at least twice as many hours per week to prepare as it does to host on-air.

Approximately how many hours per week will you agree to invest in preparation for your program? _____

An average Public Affairs program requires the presentation of new content on a regular basis, despite any difficulties the host may encounter. **Please list your plans and/or ideas for dealing with these common eventualities:**

Host Absence/ Technical Problems/ Guest No-Show: _____

WEFT does not allow indecent material (including the so-called "7 dirty words") to be broadcast on our airwaves. Will you be able to take appropriate measures to ensure that your program is in compliance with these policies? Yes

No **If NO**, please explain: _____

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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? _____

Part IV: Agreement

I understand that the Programming 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 program 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. If the proposal 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.

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 submission of a program proposal, you should contact the Programming Committee Chair (programming@weft.org) to find out the next step in the program proposal process. The Chair will advise if you should attend the next scheduled Programming Committee meeting.
- *Please contact the Program Committee chair or vice-chair if you have any additional questions.*

Thank you for your interest in Programming at WEFT Champaign. We look forward to reviewing your Program Proposal for inclusion in our Broadcast line-up!

Office Use Only

Proposal Receipt Date: _____

Proposal Approved/Denied Date: _____

Additional Review/Follow-up Required? [] Yes [] No

Describe Additional Review/Follow-up: _____