

Getting a Show: FAQ

Getting your own show on-air is exciting! The process can take some time and you could be in competition with other radio enthusiasts, but ultimately it is well worth the effort. We have tried to answer some questions you might have about it below. If you have any unanswered questions, don't hesitate to contact our Programming Committee Chair and feel free to come by a Programming Committee meeting to see how the approval process works.

Can I get help making a proposal?

Yes. The Programming Committee (PC) is available to meet with people to discuss proposals, and assist in filling out the proposal form, and/or making demos. Simply contact the PC Chair via e-mail and a PC member will arrange to meet with you.

As there are deadlines for shows, it is helpful for the PC to make this request early, and before a show deadline.

What's my first step?

After completing all training sessions (two booth trainings, the initial lecture and a second one on the on-air legalities), fill out a show proposal form. The PC will contact you if/when we want to discuss your proposal with you.

You can download the forms from WEFT [on our show proposal page](#). Just fill them out, print them, and send them to the Committee.

How do open slots get subs assigned?

The sub coordinator fills the slot at her or his discretion. If there is/are proposal(s) for the slot, the sub coordinator will select from those for subs.

Do I need to make a demo?

Yes, approximately one hour in length. It should contain a representative sample of what your program will sound like, including several on air breaks. You can make this tape if you sub an open slot, but often, you will need to arrange an hour in the back studio. **THE PC WILL NOT CONSIDER ANY PROPOSAL WITHOUT A DEMO TAPE.** When done, put the demo tape in the unlocked wooden cabinet in the back studio and notify a PC member that you've done this. If you need help using the equipment to make a demo tape, please ask a PC member for help.

What does making a proposal (in front of the Programming Committee) entail?

The best way to learn this is to come to a PC meeting and watch others go through the process. Agendas and meeting times are posted regularly, and meetings are open to everyone.

Typically what happens is the proposee describes what the show will be like (the PC has already listened to the demo), and then the PC asks questions of the proposee. These can include questions about audience potential, show preparation, advertising your show, indecency concerns, Associate status*, volunteer commitment*, and how the show fulfills WEFT's mission. At the end of the meeting, the PC goes into a closed session to discuss the proposal and vote. The results are then shared afterwards.

The process can be much like interviewing for a job, so we encourage people to take advantage of coming to PC meetings prior and/or asking to meet with a PC member prior to proposing in order to familiarize yourself with the process.

Are Associate status and volunteer commitments required to have a show?

Yes. The PC does not penalize new people if they do not yet have Associate status (you may propose before becoming an Associate), as meetings for the Associates are quarterly, and may take a while before someone can attend two meetings. However, the probationary period may be extended to allow for this to occur.

Volunteer commitments are necessary for the station's off air functioning, and thus essential to WEFT's help. The PC will assist in finding a volunteer effort(s), but it is expected the proposee will make efforts here as well. Probationary status may again be extended if a volunteer job(s) are not in place, and are required to maintain a show.

Please note that pledge drive help in the form of co-hosting and answering phones is REQUIRED for show hosts, and thus are NOT volunteer commitments.

How long is an open slot 'open'?

Typically one month from the time the PC announces it as open, although the PC reserves the right to extend or shorten that period. PROPOSALS AND DEMO TAPES MUST BE IN BY THE END OF THAT PERIOD, OR THEY WILL NOT BE CONSIDERED.

How long will it take to get a show?

This varies, depending on the situation. At the minimum, the PC will vote on a show at the first meeting following a deadline expiration, but more likely the second meeting following. While the PC endeavors to move quickly on show proposals, other circumstances may extend this time.

Several factors contribute to how long it will take for any individual to get a show, including but not limited to available open shifts, competition for shifts, and availability of the proposee.

I didn't get the slot I wanted. How long is my proposal active?

Six months. After six months you will need to re-propose.

When a new slot comes open, what do I have to do?

Nothing. As long as your proposal is still active (6 months). The PC will contact you to ascertain if you still want to be considered at that time. Return to top. What if I already came before the PC, but it's been several weeks? Should I come back in?

It is not necessary, but you are welcome to, as people often wish to add to their proposal, or indicate something has changed. Just contact the PC Chair to be put on the agenda (one week in advance).

What criteria do the PC use to determine which proposals are accepted?

Our standard operating procedure directs us in this manner and lists the following seven criteria in no specific order of importance:

1. Quality of proposal
2. Uniqueness of proposed program or relationship of proposal to providing diverse programming for WEFT and assisting the programming committee's long term programming goals.
3. Airshifter's commitment to the station in terms of length of time and amount of volunteer hours the airshifter has logged at the station.
4. Length of time the proposal has been under consideration.
5. Estimated cost of program production, if any, if produced in house. Actual cost of program acquisition if produced outside.
6. Perceived audience potential for the proposed program
7. An airshifter's volunteer time to the time slot and show which s/he wishes to be granted, especially as an official co host (or member of a Collective).

May I propose with a co host? May I propose as a collective?

Yes on both counts. The PC has examples of successful program proposals for collectives that are available as a model upon request.

How many shows am I allowed to propose for and/or host?

You may propose for as many open slots as you like. However, to allow as many people to have a show on WEFT as possible, you may be an official host of only have one regular program (defined as a program you host or co host weekly) at a time. The PC, in the case of unfulfilled strip programming shifts, can make exceptions. Being an official host of a strip program does not exclude you from proposing for an open non strip slot, but more weight may be given to a proposal by an airshifter who has never hosted a show on WEFT.

May I retract my proposal?

Yes. Just notify the PC. Submit new proposals as desired.

Once I get a slot, what happens?

You and your show are on a 13 week review period. At this time, PC members listen to at least one of your shows. After 13 weeks, you'll meet with the PC for a revisit to discuss how things are going. The PC offers its feedback. If there are no concerns, you continue to be a host, co host, or member of a collective (whichever the case may be). If there are concerns, the PC may extend your review period or notify you that you will be removed from the air in X number of weeks.

Can the PC remove airshiffters and programs once they become official?

The PC reserves the right to remove any airshifter from the air for violation of indecency/obscenity rules (WEFT's and the FCCs), misconduct against another WEFTie or station visitor, or theft.

Unless you are hosting a strip program, which is protected by the programming committee's standard operating procedure, the PC reserves the right to replace any program with any other at any time.

Non-SOP policies contained herein adopted and passed by the PC May 2002.