

# KEOS COMMUNITY RADIO

## Show Proposal Form

Turn in completed form to the Program Director. A new program proposal is required for every new show, every new host, every new time slot, and any time there is a major change in program format. Each show or major show change must be approved by the Management Team before it can go live.

Name:	Date:
Describe the type of show you want to produce:	
Name at least 15 different artists/topics you would program into your show:	
Suggested names for your show:	
Time slots that you could provide this program:	
Co-host(s), if any? If none, is this reasonably a solo project?	
When would you be ready to go live with your show?	
Answer as many as you wish below. Be prepared to answer <i>all</i> of the following questions at the Management Team review of your proposal.	
Relationship to the KEOS Mission: <ul style="list-style-type: none"><li>• How specifically does the program relate to the KEOS mission statement and programming goals?</li><li>• How will you support KEOS Community Radio in the community and in its mission?</li></ul>	

### Longevity of Program:

- How long can you produce this program? Will you be there for your audience?
- Do you have to leave the community for long breaks?
- How will the program run when you're absent?
- Do you understand the *Attendance Policy*?

### Audience:

- Who would listen to your program?
- What part of this community do they represent?
- How will you encourage a wider variety of listeners?

### My Resources:

- Do you have enough music or materials to broadcast?
- Do you have people to interview?
- How much time will you devote to your program?
- How much time can you contribute to the station as a volunteer?
- What additional volunteer support duties will you do to keep KEOS on the air in addition to your show (e.g., Ops Shifts, CD review)?

### Other Resources:

- Do you understand KEOS is made up entirely of volunteers who come together to make Community Radio and you need to facilitate the meeting of your own needs?
- Does KEOS have enough money, equipment and/or music for your show needs?
- What other help do you need?

### Uniqueness:

- Why does KEOS need your program?
- Is this something anybody can just walk in and produce, or is it something really special and wildly imaginative?
- Will there be others doing this same type of program? How is yours different?
- Are there other programs like this on KEOS or other area radio stations?

**Background of Programmer:**

- Do you need more training than the standard KEOS training process?
- Do you have other applicable experience?
- How are you committed to this community?
- How are you committed to Community Radio?

**Special Features:**

- Can you bring in special guests to this program?
- Are there any special events in the community that you can connect with your program?

**Content:**

- Do you understand and agree to follow FCC and station policies?
- Do you understand and agree to follow the Station Music Acquisition Policy?
- Do you need to clarify your understanding of any policies?

**Sponsorship/Underwriting/Fundraising:**

- Do you know one or more organizations or local businesses that would sponsor this program?
- Are there any grant possibilities?
- How do you feel about on-air fundraising?
- How will you prepare for Fund Drives?

**FOR MANAGEMENT TEAM USE ONLY**

Date received:

Date show approved / declined:

By:

By:

for Management Team

Start date:

Time slot:

Official Show Name: