

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">• How specifically does the program relate to the KEOS mission statement and programming goals?• How will you support KEOS Community Radio in the community and in its mission?	

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: