

<b>Genre:</b> General Music Specialist Music Special Interest Speech News and Current Affairs	Irish Language Sports Foreign Language Networked/Acquired Irish Music	Course completed.    Membership up to date
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## Radio Programme Proposal Form

**Number:**                      **Date Received:**

Dundalk Media Centre is a community owned media resource centre. We broadcast to Dundalk and adjacent areas and wish to hear from groups/individuals who have programme ideas. Please fill in as much as you can and return to the above address. We look forward to hearing from you.

### Programme Title

### PRODUCTION TEAM

**Producer**

**Presenter(s)**

**Researcher(s)**

**Reporter(s)**

**Who is the intended audience**

**How will you engage your listenership in the show?**

**How will you promote your show**

- social media – twitter, facebook, website, other
- send a press release to local newspapers
- email/ write to / meet your intended audience
- record a programme promo
- other, please explain

**Issues/topics to be covered**

**What is the proposed speech/music ratio?    Speech [    ]    Music [    ]**

**The Programme will include at least 25% Irish Music Yes ( ) No ( )**

*(song written or sung by an Irish artist or Irish written song sung by a non Irish artist)*

**If no, please state the reason** \_\_\_\_\_

**I agree to provide a running order for each programme ( )**

**Relevant experience/background**

**Programme duration** \_\_\_\_\_ **No. of weeks** \_\_\_\_\_

**How often**                      ( ) weekly    ( ) once off    ( ) other \_\_\_\_\_

**Proposed Broadcast Times: (list in order of preference)**

**The programme will be**                      Live ( )    Pre-recorded ( )    Mix of both ( )

**A 5-minute demo has been provided.**                      Yes ( )

**A Running Order is provided.**                      Yes ( )

**any other information, you feel is relevant**

### PLEASE READ CAREFULLY!

Applying for a programme constitutes agreement to the following:

As a volunteer I agree that any material recorded, produced or broadcast by the station will be permanently available for repeat broadcasts on the station. Furthermore, the station will control the copyright of the titles of any such programmes or other recorded material. In addition I agree to:

- Fulfill the speech, music and language requirements outlined in this proposal.
- Never bring food, drink or cigarettes into the studio.
- Limit the number of guests brought into the station to two unless I have made a prior arrangement with the station manager.
- Handle all station equipment with care and refile everything at the end of each programme.
- Always report breakdowns technical faults and always report if I break something.
- Be familiar with station license restrictions and programme material, which violates these conditions.
- Be present and prepared in station studios at least 15 minutes before the programme begins.
- Notify any staff member at least 24 hours in advance if I am unavailable for a programme.
- Archive interviews to the programme folder.
- Limit the folder size to 2 GB.
- I agree to play ads and news at the correct time.
- I will comply with the policies in the volunteer guide.
- I will provide the station with a new promo every 6 months

I understand the above conditions and agree to abide by them. I have completed a station training course, paid my membership and will take part in the next Child Protection Course. I will attend member meetings.

I am interested in further training in

- ( ) administration support      ( ) promoting the station      ( ) archiving and audio editing  
 ( ) outside broadcasting      ( ) community engagement      ( ) IT and social media

Any special needs that we need to be aware of?

Name

Address

Mobile

Email

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return to Programme Committee, Dundalk FM, Partnership Court, Park Street, Dundalk.

<b>PROGRAMMING COMMITTEE USE ONLY</b>	
<b>Proposal approved</b> <input type="checkbox"/>	<b>Proposal Declined</b> <input type="checkbox"/>
<b>Reasons/Conditions</b>	
<b>Dates of 13 weeks approval</b>	
<b>Review date</b>	
<b>Date</b>	<b>Signed</b> _____

<b>Programme Agreement</b>
Programme begins ____/____/____ and will end ____/____/____.
Broadcast Day and Time _____.
In return for broadcasting privileges, I will train and involve new volunteers in this programme as directed by the Manager/Programming Committee. Presenters must have read and understood BCI Code of Programme Standards 2007 and the Station Handbook and agree to abide by these guidelines. The Programme Committee reserves the right to make changes.
Signature: _____
Date: _____

**Programme Review Form**

To be completed with the presenter so the Programme Committee can get feedback from presenters and consider programme content and schedule changes where necessary.



**Date:**

Programme Title

Presenter

Have there been any changes to the programme – new presenters/different content?  
(See Programme Proposal in E/Show folder).

What do people say about your show/the station in general?

Do you listen back to your show- is there anything do you would like to improve on?

Do you want to make any changes to the broadcast time/length of programme/take a break?

Is there anything we can do to help you with your programme?

**Follow up:**