

<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. VOA	Membership up to date



## 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	
Researcher/Presenter/Desk Op	
Programme Duration ( <i>pre-records are 50 mins</i> )	
How often will the show go out?	Weekly ( ) Once off ( ) Other _____
The programme will be	Live ( ) Pre-recorded ( ) Mix of both ( )
Proposed Broadcast Time?	
Speech %	Music %
A 5 minute demo and Running Order is provided.	
The Programme will include at least 30% Irish Music Yes ( ) No ( ) <i>(song written or sung by an Irish artist or Irish written song sung by a non Irish artist)</i> If no, please state the reason _____	
Describe the content of the show/Issues/topics to be covered	
Who is the intended audience?	
What experience do you have?	
How will you engage your listenership with the show?	
Any other information you feel is relevant	

**PLEASE READ CAREFULLY!**

Applying for a programme constitutes agreement with 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 and technical faults and always report if I break something.
- Be familiar with station license restrictions and any 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 agree to provide a running order for each programme.

**Presenters Personal Social Media**

Presenters whose comments are found to be not in keeping with the ethos of community radio may have their on air time curtailed or suspended. Examples include foul language, abusive or insulting posts.

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

Do you have any medical needs or condition 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>	<b>Proposal Declined</b>
<b>Reasons/Conditions</b> _____	
<b>Review date</b> _____	
<b>Date</b> _____	<b>Signed</b> _____