



2017 Programme Renewal - Information

As in previous years all presenters are required to apply for renewal of their programme for the 2017 calendar year.

The rationale for undertaking this process, which is overseen by the Broadcasting Working Group (BWG), with decisions endorsed by the Committee Of Management (COM), is to ensure that 3WBC is providing an opportunity for:

- presenters to notify the BWG of their programming intentions for the next 12 months.
- presenters to request alternative timeslots for the air time of their programme.
- the BWG/COM to adjust the programming grid to better meet the needs of 3WBC and its audience.

Additionally, presenters are asked to include a brief outline of their program to ensure that its stated purpose is consistent with what is presented on-air.

The CoM and the BWG would like to reiterate that no programme or presenter 'owns' their timeslot. Should you change the format, presenters or content of your programme, it may be deemed a "new" programme and a new application would be required.

Additional notes when completing this form:

- We are asking for **alternate times** as to when you may like to present your programme. This field is not compulsory, but it is suggested that you provide (at least) one additional option. *Failure to do so, may result in your programme not being renewed for 2017.*
- The term "**co-ordinator**" has been included in the list of presenters. This is for programmes with multiple presenters to provide a key contact for programming discussions.
- The **programme overview** is a short statement that outlines your programme's format and style for the year. (eg: If your programme is scheduled as a news show and becomes a music show half way through the year, it is not meeting its stated purpose).
- All listed presenters need to be certified as "trained" before they can be included. For this renewal period, we are using the list to identify those who require training and will contact presenters directly.

If you have any questions about this process, please don't hesitate to contact a member of the Committee or Broadcasting Working Group.

Phil Edwards

President

(on behalf of the Committee of Management)

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2017 Programme Renewal

Please complete this form and return to the station manager by 23rd December 2016. Programmes will only be considered for the 2017 schedule if this form is completed.

Please Note: Any field denoted with a "*" is a required field.

Programme Information:

Please provide details of your programme. This includes your current broadcast time, all regular presenters and an outline of your programme.

| | | |
|---------------------------|----------------------|--|
| Programme Title*: | | |
| Day of Broadcast*: | | |
| Broadcast Times*: | Start Time*: | |
| | Finish Time*: | |

| | Name: | Email Address: |
|--|--------------|-----------------------|
| Name of Primary Host/Co-Ordinator*: | | |
| Names of any regular co-presenters: | | |

Programme Outline:

Please provide a brief outline of your programme. Information should include its purpose, a brief overview of the programme content and how your programme fits the broadcasting aims of 3WBC.

Note: If you require additional space, please attach any extra pages to this document before submission.

| |
|---|
| Please provide a brief outline of your programme*: |
| |

Social Media/Internet Presence

Does your programme (not your personal accounts) have a website, facebook page or social media account? If YES, please list the details of your websites or social media accounts below.

| | |
|-------------------|--|
| Website: | |
| Twitter: | |
| Facebook: | |
| Instagram: | |
| Snapchat: | |
| Other: | |

Scheduled Program Time:

Would you like to continue presenting your program at the current time*?

| | |
|------------|-----------|
| YES | NO |
|------------|-----------|

Presenters are asked to provide 3 alternate times as to when you may be available to present their programme. This does not mean you are required to move programme times, it simply provides options when finalising the schedule.

| | Option 1 | Option 2 | Option 3 |
|---------------------|-----------------|-----------------|-----------------|
| Day of Week: | | | |
| Start Time: | | | |
| Finish Time: | | | |

Please note: as recommended by the BWG and the result of the programming survey, all programmes between 10:00a.m. and 8:00p.m. Monday to Friday will be a maximum of two hours.

| | |
|-------------------------------|--|
| Presenter's Signature: | |
| Date: | |

Office Use Only:

| | | | | |
|----|----|----|----|----|
| EP | JT | FT | Mb | PA |
|----|----|----|----|----|