#  **AFRICANA55 RADIO**

**Show Proposal Form**

Please complete the Show Proposal Form and submit to Management for approval. 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.

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| **Name:****Email:** | **Date:****Tel.:**  |
| **Describe the type of show you want to produce:****Suggested Name of Your Show:****Primary Language of the Show:****Length of Show:****Special or Series**: (Please circle one)* One-Time-Only Special
* Daily Series
* Weekly Series
* Ongoing

**List Hosts**: **(If hosts exceed three people, please discuss with the Programming** **Dept.):**Host:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Host:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Host:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Will your show be live or pre-recorded:** Live\_\_\_\_\_ Pre-recorded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Demo URL:** If you have a podcast, a past show, or another recorded work, please include a link so we can check it out: <http://____>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Shows that Include Music**(Please complete below log with Sample Playlist that you might play during a typical show. We are happy to accept an audio sample of your show.)Name at least 7 different artists/topics you would program into your show: |
| **Track Title** |  **Artist/Group** |
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| **Copyright Materials: Will your show include any copyrighted materials that you do not have creator’s permission: Yes/No? If so, please describe:** |
| 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 *all* of the following questions at the Management Team review of your proposal. |
| Relationship to the A55R Mission:* How specifically does the program relate to the A55R mission statement and programming goals?
* How will you support A55R and in its mission?
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| **Longevity of Program:*** How long can you produce this program? Will you be there for your audience?
* Are you able to commit to A55R for at least three months?
* 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*?
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| **Audience:*** Who would listen to your program?
* What part/countries of the African community do they represent?
* How will you encourage a wider variety of listeners?
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| **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 A55R on the air in addition to your show (e.g., Ops Shifts, CD review)?
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| **Other Resources:*** Do you understand you need to facilitate meetings of your own needs?
* What equipment and/or music would you need for your show?
* What other resources/help would you need?
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| **Uniqueness:*** Why does A55R 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 A55R or other area radio stations?
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| **Background of Programmer:*** Do you need more training than the standard A55R training process?
* Do you have other applicable experience?
* How are you committed to the African community?
* How are you committed to Africa, Africans and People of African Descent?
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| **Special Features:*** Can you bring in special guests to this program?
* Are there any special events that you can connect with your show?
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| **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?
* Has your program been broadcast before? Yes/No? If so, where and when?

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| **Sponsorship/Underwriting/Fundraising:*** Do you know one or more organizations or local businesses that would sponsor your program?
* Are there any grant possibilities?
* How do you feel about on-air fundraising?
* How will you prepare for Fund Drives?

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2. **Police Check Requirements:** Please note that if your application is approved, you’ll be required to undergo a Police Check before going on air.
3. Please submit a short bio of Host(s).
4. Attach a Passport size of current photo.

Please submit completed form to: programs@africana55radio.com. Or mail physical copy (CD or flash drive) of electronic proposal to: **Africana55 Radio****Programming Department** **P.O. Box 4384****River Edge, NJ 07661**For more information, please contact our Programming Department at Programs@africana55radio.com.  |
| **FOR MANAGEMENT TEAM USE ONLY** |
| Date received: | Date Approved/Declined: |
| By: | By: for Management Team |
| Start date: | Time slot: |
| Official Show Name:Referred to Training on:\_\_\_\_\_\_\_\_\_\_\_\_Type of Training:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Program Sample (MP3 format) Submitted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_ |