

Regular programming  
Schedule/availability varies

Application date \_\_\_\_\_



# New Program Proposal Form

## Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

## Program Information

Title \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Personnel Information

Host \_\_\_\_\_

Producer \_\_\_\_\_

Engineer \_\_\_\_\_

Others \_\_\_\_\_

*Provide contact details for all staff on a separate page.*

## Proposed Scheduling Information

Length \_\_\_\_\_

Frequency \_\_\_\_\_

Live  Recorded

- |            |                                   |   |
|------------|-----------------------------------|---|
| <b>For</b> | <input type="checkbox"/> HD Radio | <input type="checkbox"/> Broadcast Signal |
|            | <input type="checkbox"/> Podcast  | <input type="checkbox"/> All              |

Program mission statement?  
 \_\_\_\_\_

How will the program further Pacifica's mission?  
 \_\_\_\_\_

What community does this program represent?  
 \_\_\_\_\_

How would airing this program on KPFT provide a voice for this community?  
 \_\_\_\_\_

What experience, expertise or skills do you bring to the program?  
 \_\_\_\_\_

Who are the intended listeners?  
 \_\_\_\_\_

What criteria would you use to evaluate the effectiveness of the program?  
 \_\_\_\_\_

What resources would you use to promote the program?  
 \_\_\_\_\_

Please initial to confirm your receipt of and agreement to new scheduling policies (back of this page).

\_\_\_\_\_ Application Policy \_\_\_\_\_ Operations Expectations \_\_\_\_\_ Mission

Date Requested to Air \_\_\_\_\_ Reason \_\_\_\_\_

Date Approved to Air \_\_\_\_\_ Reason \_\_\_\_\_

Attach additional pages as needed.  
PLEASE READ BACK CAREFULLY.

## Application Process

Please fill out the form as fully as you can and to the best of your ability. Provide 13 copies of your proposal and 13 copies of your demo tape (see specifications below) and playlists (for music programming)

For music programming: Demo tape should consist of telescoped music. We don't need the entire piece of music; just the beginning and end, so what you have to say about the music and on-air presence can be assessed. Your demo should reflect the length of the program you're proposing; if it's a two-hour program, factor its length and create your demo accordingly.

For a public-affairs or spoken word program: Your demo tape should reflect the length of the program you're proposing; a 30-minute program should include a 30-minute demo tape. Content should be a reflection of the program you will do (interviews, etc.), except for call-ins.

Process: Proposals are reviewed by the Program Director and then delivered to the Program Council with recommendations on the program and possible scheduling (time, day, broadcast/HD/podcast). The Program Council will review the proposal and recommendations, then make an initial recommendation on a new program and its scheduling. If the new program's placement will impact existing programming, affected programmers' views will be considered before the Program Council makes further recommendations. This process can take six months or longer.

## Broadcast, HD and Podcast Channels

Prospective programmers are asked to state whether they want to be considered for KPFT's broadcast, HD or podcast channels. Each is different and has a separate set of specifications in terms of time and effort. 'Broadcast' is our traditional FM channel; 'HD' is our alternate digital radio channel, requiring special HD Radio equipment to listen and pre-production on the part of the producer; and 'Podcast' is a similarly produced segment distributed via the Internet. Prospective programmers completing forms are expected to know and understand what they are committing to when choosing options, and to have an informed discussion about their choices and responsibilities. Please research all options and ask questions before choosing one or all.

## Operations Expectations

If your program is approved, you will receive a copy of the KPFT Operations Guide. You will be expected to understand and sign off on broadcast standards, and to sign off on Pacifica documents, as well as a volunteer application.

You will be expected to participate in on-air fundraising campaigns of varying duration (often one to four weeks); to produce promotional announcements for your program; to operate KPFT equipment and an ear to quality programming; to reimburse KPFT for damaged and lost equipment; and to attend trainings as needed. You will be expected to provide your own recording materials (cassettes, CDs, minidisks, etc.), equipment for field recording, editing materials and on-air/promotional scripts.

A few operations expectations of note:

**Time.** Programmers must adhere to appropriate total running times. Appropriate TRT is two minutes before the hour (example: a one-hour program airs in 58 minutes). End exactly on time with standard closing. Have list of people to thank prepared (credits).

**Time.** Programmers must arrive at the station 30 minutes before their scheduled start time.

**Identification.** Give the station ID, "KPFT Houston," and mention the program name every 15 minutes.

**Profanity.** If this is a live event, deliver a descriptive paragraph about what cannot be said on the air to the speakers and talent at the event. Impress upon them the consequences to stations if they break FCC language rules

**Payola/Plugola/Commercialism.** No person responsible for the production or preparation of any program or program matter which is intended for broadcasting on KPFT shall accept any money, services or other compensation from any source except KPFT for the inclusion of any matter as part of such program or program matter. No person responsible for the broadcast of any matter or the inclusion of any matter in a broadcast on KPFT shall promote on the air goods or services in which he or she has a financial interest, except as part of a comprehensive events listing, and then only with the approval of the Program Director and the making of a proper sponsorship identification announcement.

## Pacifica Mission Statement

To establish a Foundation organized and operated exclusively for educational purposes no part of the net earnings of which inures to the benefit of any member of the Foundation.

To establish and operate for educational purposes, in such manner that the facilities involved shall be as nearly self-sustaining as possible, one or more radio broadcasting stations licensed by the Federal Communications Commission and subject in their operation to the regulatory actions of the Commission under the Communications Act of 1934, As Amended.

In radio broadcasting operations to encourage and provide outlets for the creative skills and energies of the community; to conduct classes and workshops in the writing and producing of drama; to establish awards and scholarships for creative writing; to offer performance facilities to amateur instrumentalists, choral groups, orchestral groups and music students; and to promote and aid other creative activities which will serve the cultural welfare of the community.

In radio broadcasting operations to engage in any activity that shall contribute to a lasting understanding between nations and between the individuals of all nations, races, creeds and colors; to gather and disseminate information on the causes of conflict between any and all of such groups; and through any and all means compatible with the purposes of this corporation to promote the study of political and economic problems and of the causes of religious, philosophical and racial antagonisms.

In radio broadcasting operations to promote the full distribution of public information; to obtain access to sources of news not commonly brought together in the same medium; and to employ such varied sources in the public presentation of accurate, objective, comprehensive news on all matters vitally affecting the community.