

Instructions for filling out the program proposal form

The Programming Team at CJMP FM wants to help you get your show on the air, provided of course that it helps us meet our broadcasting goals and mandate from the CRTC and the community. If you have trouble filling out this form, please don't hesitate to contact us at admin@cjmp.ca and we'll do what we can to help you through it.

If you need more space to answer a question than the form gives you, then please attach extra sheets of paper. Just number your answers, so that we can tell which answers go with which questions.

Here are some general guidelines:

Question	Notes
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| 3 | Even if you are planning a show which involves more than one person, please list one person here as the main contact. |
| 7 | It is not necessary to have attended an orientation session before submitting your proposal. |
| 8 | For instructions on creating a demo tape, please contact admin@cjmp.ca . We can help you create your demo tape in the CJMP studio if you are unable to do so at home. |

What do I do with this form?

Please print it out and fill it in as best you can. If a question does not seem appropriate for what you have in mind, leave it blank or explain why it doesn't apply to you.

If you are stuck and need help, please contact us at admin@cjmp.ca. We want to get as many excellent local shows on the airwaves as we can, so we want to do what we can to help you get started.

Once you have finished with this proposal form, please mail it to us at CJMP FM, 6820 Cranberry St., Powell River, V8A 3Z5. Or hand it to a director of the Powell River Community Radio Society. Or scan it and email it to us at admin@cjmp.ca.

What happens once I send in this form?

The Programming Team will review it and get back to you.

Program proposal form for CJMP FM

If you have any questions about this form, please contact us at admin@cjmp.ca. Thanks.

Please print clearly!

1. Date:

2. Proposed name of program:

Contact Information

3. Your full name:

4. Email address:

5. Full mailing address, incl. postal code:

6. Telephone number:

Experience / Training / Orientation

7. Have you attended an Orientation Session? Yes No

8. Have you recorded a demo tape? Yes No

9. Have you read and understood our policies on programming, particularly the sections on profanity, controversial content, balance of opinion, and defamation? Yes No

10. Do you have experience with any of the following? (Check the ones which apply.)

Broadcasting

Musical performance

Acting

Public speaking

Audio recording

If so, add details (where, when, what, how long):

11. How long is your proposed program?

30 minutes

60 minutes

90 minutes

120 minutes

Other Explain:

Program Description

12. Please provide a detailed description of the program you are proposing. Include information about length, format and content.

13. What topic(s) are you intending to explore?

14. What are the priorities, purposes, and goals of this program?

15. What type(s) of music would you like to play?

16. What resources will you draw on to help you prepare for your program (artist info, interviews, music research)?

17. What resources will you draw on to ensure that you can play the required amount of Canadian music during your program?

18. A quality radio program can require a lot of preparation time. How much time per week will you be able to spend preparing for your show?

19. Who is the audience for your show, describe type of listener or group?

20. From the point of view of someone in the audience you have described, please explain what they will like about your show and why they will tune in each week?

21. How will you provide variety in the flow and pacing of your show?

22. If your show is modeled on, or inspired by another radio show, please describe that show and explain what you like about it.

23. For promotional purposes, describe your program in one imaginative sentence. Maximum 20 words - this will be included in the programme guide.

24. For scheduling purposes, please provide times and days you are **available** to do your show.

25. For scheduling purposes, please provide times and days you are **not available** to do your show.

For spoken word programs only

26. Spoken Word shows require variety to be interesting. This means that you will need to include voices other than your own. How will you accomplish this with: (be specific)

Research?

Differing opinions?

Guests and interviews?

27. If your show has a spiritual, new age, religious, or political theme, how will you provide balanced perspectives and comply with CJMP's policies regarding balance of opinion and defamation?

Finally...

28. If there is anything else you'd like to add, please do so here: