



West Gippsland Community Radio Inc.

Presenter / Program / Show Proposal Form

We will ask you to present this form at a "Welcome" interview. Here, you can ask questions relating to this form and about 3BBR. Please make sure you send us a copy beforehand, details at the end of the form!

1. Name:	
2. Have you paid the training levy of \$55.00?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No, then use: Community Bank Drouin (Bendigo Bank) Account: West Gippsland Community Radio Inc. BSB: 633-000 Account No: 1371-72-110
3. Your details:	
Home Address:	
Mobile Phone:	
Home Phone:	
Email:	
4. Proposed program name:	
5. Description of show / format:	
6. Do you have any previous radio / media experience?	
<input type="checkbox"/> Yes - If so, please outline what and where, and provide examples where possible	<input type="checkbox"/> No
7. Sample Playlist / Running Sheet:	
Please attach an example playlist that would represent 30 minutes of your show	

Please scan and email to production@3BBRFM.org.au and / or post to:

3BBR FM, PO Box 350, Drouin, 3818 marked "For the attention of The Production Team"

8. What are the preferred days of the week / times of the day for your show?	
<input type="checkbox"/> Monday	<input type="checkbox"/> 06:00 - 09:00
<input type="checkbox"/> Tuesday	<input type="checkbox"/> 09:00 - 11:00
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 12:00 - 14:00
<input type="checkbox"/> Thursday	<input type="checkbox"/> 14:00 - 16:00
<input type="checkbox"/> Friday	<input type="checkbox"/> 16:00 - 18:00
<input type="checkbox"/> Saturday	<input type="checkbox"/> 18:00 - 20:00
<input type="checkbox"/> Sunday	<input type="checkbox"/> 20:00 - 22:00
	<input type="checkbox"/> 22:00 - 00:00
	<input type="checkbox"/> 00:00 onwards
Note: You may be asked to "fill in" on another show due to holidays / sickness etc.	
9. Are you a current 3BBR full member?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

I wish to apply to become a presenter with 3BBR FM, based on the information given here and confirm all details on this form are correct. I have also read the "3BBR Presenter Agreement" and will complete this form at my interview.

Signed: _____

Print Name: _____

Date: _____

Kind Regards

3BBR Programming & Production

Office Use Only	Date Received ____/____/202_	<input type="checkbox"/> Additional Info Attached? Yes / No
Action Req.	<input type="checkbox"/> Yes / No	<input type="checkbox"/> Board Approved

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3BBR Presenter Agreement

Program Scheduling:

Programming on 3BBR is scheduled in 12 monthly cycles, commencing on 1 July. Each show will need to reapply to be included in the next year's programming. There is no automatic rollover process and no guarantees of inclusion in the programming grid.

Fees:

Before new presenters can go to air, they must complete a training schedule. A training fee for this service exists which is currently \$55 as at May 2021. This must be paid before any training can commence. Ongoing training for on-air presenters is free of charge.

Program Conditions:

Financial Membership	All presenters, regular co-presenters, and regular guests must be financial members. No program can proceed without current membership
Show Sponsorship	We encourage you to attract a Show Sponsorship. This will reflect most favourably on your annual show application.
Volunteer Work	Each presenter must volunteer an extra 2 to 4 hours per year. This is outside of their show and show preparations. Examples such as assisting with special events / outside broadcasts / fund raising / mowing / cleaning etc.
Presenter Meetings	You are required to attend at least 50% of presenter meetings held in each calendar year. Failure to do so will result in suspension of your program(s)
Program Duration	Standard daytime programs are a maximum of two hours. The only time a program may extend beyond two hours is after 6pm, at weekends, and special approved by the Board. Programs are required to run weekly.
Program Renewal	The right to broadcast a program is automatically renewed unless advised by the Station that scheduling will not be renewed for the program. Notification will be by phone and email with a period of 13 weeks notice. Where notice has been provided that a program will discontinue presenters may opt to discontinue their programming immediately
Community Equity	Any presenter with more than one program may have to relinquish the additional programs depending on new applications received. Where possible the presenter will retain their preferred timeslot.
Code of Conduct	Each presenter is required to follow the 3BBR Code of Conduct
Procedures	Each presenter is required to follow the 3BBR Procedures
Smoking / Drugs / Alcohol	All presenters (and their guests) are advised that smoking / drugs / alcohol consumption is strictly prohibited anywhere on the entire 3BBR Drouin premises. Presenters will be held responsible for their guests. Breaches of this rule puts 3BBR's lease at serious risk and will result in the immediate termination of the presenter's show.

Do you agree to have your program / personal details, photographs etc. made available on our website and online socials? **Yes / No** and I understand & accept the **3BBR Presenter Conditions:**

Name:

Signature:

Date:

Emergency Contact Name:

Emergency Contact Tel. No.:

Please list any Medical Conditions that you feel we should know about:

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