



Presenter / Program / Show Proposal Form 2024

We will ask you to present this form at a "Welcome" meeting. Here, you can ask questions relating to this form and about 3BBR. It's helpful if you can send us a copy beforehand. (Details are at the end of the form.)

Please understand that applying for a Program does not guarantee you a time slot. There are basic competencies you will need to meet.

1. Name:	
2. Are you a current 3BBR Full Member?	
Yes	No
3. Your details:	
Home Address:	
Mobile Phone:	
Home Phone:	
Email:	
4. Proposed program name:	
5. Your On Air name (public):	
6. Description of show / format:	
7. Do you have any previous radio / media experience?	
Yes - If so, please outline what and where, and provide examples where possible	No

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. Sample Playlist / Running Sheet:

Please attach a sample playlist that would represent 30 minutes of your show.
List tracks in order you would play them, inc. Artist, Track Name and Album,
or list segments like Live Interview (topic), Discussion, Reading that will indicate content.

9. What are the preferred days of the week & approximate times for your show?

Please give us as many options as your busy life allows.

Monday	before 09:00	09:00 - 11:00	12:00 - 15:00	15:00 - 18:00	18:00 - 20:00	20:00 - 23:00	00:00
Tuesday	before 09:00	09:00 - 11:00	12:00 - 15:00	15:00 - 18:00	18:00 - 20:00	20:00 - 23:00	00:00
Wednesday	before 09:00	09:00 - 11:00	12:00 - 15:00	15:00 - 18:00	18:00 - 20:00	20:00 - 23:00	00:00
Thursday	before 09:00	09:00 - 11:00	12:00 - 15:00	15:00 - 18:00	18:00 - 20:00	20:00 - 23:00	00:00
Friday	before 09:00	09:00 - 11:00	12:00 - 15:00	15:00 - 18:00	18:00 - 20:00	20:00 - 23:00	00:00
Saturday	06:00	09:00	12:00	15:00	18:00	21:00	00:00
Sunday	06:00	09:00	12:00	15:00	18:00	21:00	00:00

Note: You may be asked to "fill in" at other times due to holidays / sickness etc.

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_	Additional Info Attached? Yes / No
Action Req.	Yes / No	Board Approved

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3BBR Presenter Agreement 2024

Programming on 3BBR is scheduled in 12 monthly cycles, commencing on 1 July, however new programs may be commissioned at any time. Each incumbent presenter 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.

Before new presenters can go to air, they must be fully paid up members and complete a training schedule which will vary depending on experience.

Program Conditions:

Financial Membership	All presenters and regular co-presenters must be financial members. No program can proceed without current 3BBR Membership.
Show Sponsorship	We encourage you to attract Show Sponsorship with assistance from the Sponsorship Coordinator
Volunteer Work	As a presenter you are expected to volunteer at least several hours per year. This is outside of your show and show preparations. Examples are assisting with special events / outside broadcasts / fund raising / mowing / cleaning etc.
Presenter Meetings	You are required to attend infrequent presenter meetings if at all possible. Consider them mandatory.
Program Duration	Most locally-made programs are two hours. If you are currently presenting a longer program, please understand that you may be asked to reduce this to accommodate new presenters. Programs are required to run weekly; no fortnightly shows will be accepted.
Program Renewal	A program is automatically renewed unless advised otherwise by the Station. Notification will be by phone and email with 4 weeks notice. Where notice has been given that a program will discontinue, presenters may opt to discontinue their program 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 time slot.
Code of Conduct / Policy and Procedures	Every presenter is required to be familiar with, and agrees to follow the guidelines and policies in the <u>3BBR Policies and Procedures</u> document available on our website.

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Station agenda	As a community station, priority will first be given to providing service to our community. From time to time your program may be replaced temporarily, or you may be asked to include different material to accomodate outside broadcasts, special events etc. You will be invited to be involved if this occurs.
Smoking / Drugs / Alcohol	All presenters (and their guests) are advised that smoking / drugs / alcohol consumption is strictly prohibited anywhere on the 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.
Food / Drink	Without exception, everyone is expected to keep food and drink well away from all technical equipment. A spill from liquid or crumbs could be a <i>very</i> costly accident.
Public Information	For your program you can create an alias or use an image without your likeness if you prefer some anonymity. Otherwise you agree to have details about your program, on-air name and an image made available on our website, mobile apps and online social pages.

This Presenter Agreement supersedes all previous versions, and all presenters are required to sign and return this agreement without exception.

I understand and 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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