

WKDU PROGRAMMING POLICY

I. "Normal" Show Operations

- A. Intermittent interruptions by DJ, through vocal mannerings
 - 1. No editorials or political comments
- B. PSAs and PAs (See Public Affairs Policy and Procedures)
 - 1. Must be legal and authorized
 - a. Authorization can only be given by:
 - Program Director
 - Public Affairs Director
 - Other appointed people by the Program Director
 - 2. Within one hour of airtime, thirty seconds of approved PSAs must be broadcast over the air.
 - 3. PAs must be played at the assigned particular time, without simultaneously broadcasting any other sound.
- C. Some promotion of the station
 - 1. Each DJ should announce other WKDU radio shows that may be of interest to his or her particular audience.
 - 2. Announcements of particular events sponsored by the station
 - 3. Announcements of special shows to be run
 - a. Concerts and Cultural Events
 - b. Interviews
 - c. Other special events as deemed necessary by the Program Director
- D. Legal station IDs (See WKDU Log Procedures)
 - 1. Given at the hour and half hour, within plus/minus two minutes
- E. All persons assigned shows must tape their shows each week and keep each show tape for a period no less than two weeks.
 - 1. At any time, the Program Director or any appointed person can ask for your latest tape, in order to review your show.
- F. All persons assigned shows must spend at least one hour per week, besides the time that their show takes place, preparing for their show by:
 - 1. Listening to new releases,
 - 2. Maintaining the upkeep and order of the MCR and Record and CD Libraries, and/or by
 - 3. Researching new music, independently.
- G. All persons shall file, properly, all the records "pulled" for their show. Failure to do so will result in automatic suspension.
- H. A qualified WKDU Station Member must be present in the MCR at all times, within reason, during a broadcast.
- I. The MCR door is to be kept closed at all times during a broadcast, within reason, unless previously permitted by the Program Director, Station Manager, Chief Engineer, or General Manager.
- J. No more than two guests are allowed in the broadcasting facilities unless previously approved by the Program Director. The on-air person is responsible for maintaining this quota, and for the supervision of his/her guests. Failure to do so will result in the suspension of all guest privileges and possible suspension of all air privileges.

II. Special Show Operations

- A. Interviews
 - 1. All interviews must be approved five days in advance of the broadcast.
 - a. Approval can only be given by the following:
 - 1. Program Director must first approve all types of interviews.
 - 2. Production Director must be notified of any interview.
 - 3. Music Directors must approve all music interviews for their respective format(s)

4. Public Affairs Director must approve any Public Affairs interview-an interview with a community leader or someone of special interest on an issue or item of public interest.
- b. If a news or entertainment interview becomes available at the last minute, another member of the Executive Committee may make emergency provisions. Both the member doing the interview, and the executive will be held responsible for the interview's content.
- c. All taped interviews must be submitted to the Program Director at least five days prior to the scheduled broadcast.
2. Within a 48 hour period after the live interview has been broadcast, the following must be done:
 - a. A completed interview summary sheet must be handed in to the Program Director
 - b. An air-tape of the completed interview must also be submitted to the Program Director
3. Special Guideline
 - a. Political Interviews
 1. All political interviews must be approved five days in advance
 2. If a political candidate is granted airtime, the same amount of time at a time that will reach an equivalent audience must be made available for each of his opponents. This is an FCC regulation.
 - b. Public Affairs Interviews
 1. See Public Affairs Policies and Procedures
- B. All remote broadcasts, at the discretion of the Program Director, shall pre-empt all other scheduled broadcasts.
 1. Prior notice must be given to the pre-empted parties involved.
- C. Guest DJs & Live Bands**
 1. **The on-air DJ is responsible for the on-air guest(s).**
 2. **Any DJ having an on-air guest must notify the Program Director at least two weeks prior to the guest's appearance.**
 3. **All guests, including live bands, must all WKDU rules.**
- D. All other special show operations will be dealt with one a case by case basis, by the Program Director.

III. Traffic Director

- A. Logs are to be kept in good form.
- B. The Traffic Director will review logs on a weekly basis.
- C. Logs will be graded for accuracy and compliance with the FCC and WKDU rules and regulations as defined by the Program Director. (See Traffic Policy and Procedures.)
- D. A per-term penalty will be assessed and penalties will be given to chronic offenders.
- E. Log grading system shall be posted and available for inspection.
- F. All log errors must be corrected within one week of notification of error.
 1. Failure to correct the logs after two weeks past notification will result in the loss of all air privileges until the offender retakes his/her log test.
- G. Every DJ must have a copy of the Traffic Policy and Procedures and must review them thoroughly.

IV. Procedures for Acquiring a Show

- A. The interested member must have prior approval to go on the air (see VI).
- B. Show request forms will be made available at least two weeks before the end of each term.
- C. Show request forms must be returned by the date determined by the Program Director.
 1. Failure to return a show request form on time will lower your priority in assigning show slots.

2. Show request forms must show at least five available 2-hour time gaps, or you forfeit the likelihood of a desired show time.
- D. A programming meeting will be held the first day of the new term.
 1. Notices will be posted at the station, stating the time and location of the programming meeting.
 2. All show assignments will be awarded at the program meeting, or an individual basis by the Program Director.
 - a. Show contracts must be signed before a show is officially awarded.
 - b. Current Student ID cards must be presented at, or before this time.
 - c. No shows will be awarded in any other manner.
 - d. Any DJ unable to attend a programming meeting should notify the Program Director in advance.
- E. Submission of an air-tape will be assigned to all new DJs as well as experienced DJs, at the discretion of the Program Director.
- F. Other criteria used are specified in other areas of the WKDU Programming Policy.
- G. If a DJ is unable to do his/her show, s/he is expected to find a substitute for his/her show, and to notify the Program Director of who will be taking his/her place.
 1. All substitutes must have had a show within one calendar year, past.
- H. All substitutes must have had a show within the last 1-year period.

V. Control Room Usage During Off-Air Periods

- A. Emergency engineering work to correct a current problem shall have the highest priority.
- B. Regular maintenance, modification of existing plant, or installation of new equipment has the next highest priority of MCR/ACR usage.
- C. The next highest priority is given to people preparing for shows that fall within the next 24 hours.
- D. A person that has a reservation of the room has the next highest priority.
 1. Reservations must be approved by the Program Director.
 2. Reservations must be posted in the MCR, with an approved signature to be valid.
- E. Persons doing an On Air Simulation with the Program Director have the next highest priority.
- F. Persons practicing on the board, or performing familiarization routines have the next highest priority.
- G. All other usage has the lowest priority.

VI. Procedures for Gaining Approval to Go On the 'Air' (See New Member Form.)

- A. Boardwork Training
- B. On Air Test
- C. Log Procedures
- D. A new member must have any licenses as deemed necessary by current FCC Educational Radio laws.

VII. Suspension of a Show

- A. Shows will be removed from the air or suspended for any violations of these &/or the FCC's policies:
 1. Failure to correct logs as stated in Article III – F.
 2. Accumulation of log points over the specified limit.
 3. Doing a show without authorization from the Program Director.
 4. The determination, by the Program Director, that a DJ is doing a substandard show.
 5. Doing an interview without authorization from the Program Director.
 6. Failure to find an approved substitute when the DJ is absent from his/her show.
 7. Constant or blatant failure to obey WKDU by-laws &/or Programming Policy.
 8. Constant use of indecent language over the airwaves.

9. Self promotion, or the promoting of people or organizations that do not fall under WKDU's Non-Profit Code.
 10. Other reasons, as listed in WKDU's Constitution, General Station Policies, or as deemed necessary by the Program Director, or General Manager.
- B. When a person's show has been suspended, that person is not allowed to go on the 'air' at any time during the period covered by the suspension.
 - C. A suspension may be appealed to the full Executive Board, but this appeal does not delay the start of the suspension.

VIII. On Air Termination of a Broadcast

- A. Any show may be terminated (forced to sign off the air and turn the transmitter off) by the Program Director, Chief Engineer, Station Manager, General Manager, Faculty Advisors, Dean of Students, or the Vice-President in charge of Student Affairs.
- B. A show may be terminated for the following reasons:
 1. The broadcasting DJ is, in any way, in a clear violation of FCC rules and regulations.
 2. The DJ is damaging the well-being of WKDU
 - a. Destroying equipment
 - b. Unauthorized use of phone patches
 - c. Editorializing on 'public' questions
 - d. Unauthorized interviews
 - e. Other forms of misbehavior as determined by the current Program Director, General Manager, Station Manager, or Chief Engineer
- C. Procedures for terminating a broadcast
 1. The authorized person who wants the broadcast terminated shall contact the DJ presently on the 'air' and ask for the broadcast to be terminated.
 2. Then the authorized person shall call security and ask that the on-air DJ be escorted from the Creese Student Center, only after the DJ has restored WKDU's facilities to the state in which they were found at the beginning of their show.
 3. If the DJ refuses to terminate a broadcast, then the authorizing person or a member of WKDU's executive body should terminate the broadcast.
 - a. If the DJ becomes abusive, the security guards should be called for assistance.
 - b. Before the guards escort the DJ out of the building, the authorized person or involved WKDU executive staff member, must collect all keys to WKDU that the DJ has in his/her possession.
 4. If the authorizing person is not the Program Director, the Program Director shall be notified of full details of any termination.

IX. Programming Departments

- A. The following Junior Executive Department Heads are appointed by the Program Director.
 1. Music Directors
 2. Production Director
 3. Public Affairs/News Director
 4. Traffic Director