

**KWPA Radio 103.1 FM**  
KWPA • PO Box 1341 • Coupeville • WA • 98239

**How to Apply For Your Very Own Program on KWPA**

- Get your enthusiasm, ideas, pen, personal/work schedule, the Introductory Program Producers Guide and the Application for On Air Access together in one room. (The Guide and Application are available on the program page on our website: [KWPAradio.org](http://KWPAradio.org), you'll have to supply the rest.)
- Review the application and the Introductory Guide. Still interested?
- Fill out the Application – everything please! Be as specific as possible in answering the questions on the second page.
- Please give us as much information about your availability as possible. When you limit your preferred airtime to only one option, it limits our ability to place your program in our schedule.
- Submit your application here on our website or mail/drop off the application Attn: William Bell, KWPA, PO Box 1341, Coupeville, WA 98239. Make sure it gets to us ASAP!
- The programming committee reviews all program applications will announce our finalized schedule as soon as possible.
- The programming schedule that we create for each term is based on the relevance of programs to the KWPA mission, the availability of programmers and our programming goals.
- You will be contacted by the Director of Programming to confirm the receipt of your application and later by our training coordinator.
- Programmers are required to complete technical and policy training as well as to pass a very not scary quiz before they air their first program.

**Application for On-Air Access**

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**Programmer Info:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Add: \_\_\_\_\_

Co-host(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Will your co-host also operate the board? Y NAre you or your co-host either (circle one) 0-16 17-18Are you currently a member of KWPA? Y NDo you currently receive email from KWPA? Y N**Program Info:**

Your Program Title: \_\_\_\_\_

I'd like my program to run \_\_\_\_\_ (frequency: monthly, biweekly, weekly, other) on  
 \_\_\_\_\_ (day), \_\_\_\_\_ AM/PM (time), for \_\_\_\_\_ (length).

How often will you pre-record your program? \_\_\_\_\_

If that doesn't work, I prefer... (please use 1- 5 to indicated most preferred times to least: 1=most preferred  
 options, 5=impossible).

Time Bocks:	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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**8am-Noon****Noon-5pm****6:30-9pm****9-11pm****11pm-1am**

**For Administrative Use**

Time: \_\_\_\_\_

Day: \_\_\_\_\_

Length: \_\_\_\_\_

Frequency: \_\_\_\_\_

Request Evaluation: \_\_\_\_\_

Content: \_\_\_\_\_

Audience: \_\_\_\_\_

Performance: \_\_\_\_\_



anticipate having difficulty meeting this requirement?

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11. Do you offer services or have a business related to the topic you will be covering on your show? If so, how do you plan to keep your show and your business/services separate?

12. Please provide a description of your program that can be used in promotional materials.

**Completed applications can be submitted to the programming committee by mailing or email. Any questions or concerns can be directed to William Bell at the KWPA address.**

**General advice to KWPA program makers.**

KWPA is a community radio station. That means we aim to be inclusive, open and informative. We are looking to develop a range of programs which educate, entertain and inform and we invite you to participate in achieving this.

KWPA is not in the business of making anyone sound bad. We aim to help our program makers to achieve high standards of both technical quality and content. Before going on the air, you will have to do three main things;

- 1 Make a commitment to produce and air a set of programs.
- 2 Demonstrate knowledge of the KWP on air policy and procedures.
- 3 Demonstrate the technical capability to generate and air the program.

For most people, the best way to produce programs is to set up a small team. It's more fun that way, shares the load, and helps to meet the commitment to go on air. Bearing in mind the size of our studio a team of five is about as much as we can fit in at one time. More people makes it harder to keep everybody up to date, so a maximum of four is suggested.

Not everyone in a team has to meet all three requirements, but anyone in the team who speaks on air has to know the policy and procedures, and anyone in the team operating the equipment has to demonstrate competence. Thus a program team can start with one voice and one technical operator, with others who help in the background. That team would be encouraged to train and develop so as to expand the skill set.

FCC license requirements mean we have to keep a log of all music played in any program. The less music you play, the less paperwork you'll have to do. If this encourages you to include more discussion and local voices, so much the better. Music programs are perfectly acceptable., but must have that educational and informative element.

Program types (a general guide, not a definitive list).

Music – featuring a style of music (e.g. jazz) with an informed selection, and informative comment or discussion

Reportage – coverage of a local event with recordings made at the time and shaped into a viable program. The event could be musical or speech based. Either way, you need permission to record, for which we have a standard form.

Discussion – informative comment or discussion interspersed with music.

Feature – a program with a theme that runs through the series, e.g. exploring Whidbey, books of the month, etc.

Programs may be live or recorded. The choice depends on the skill and confidence of the production team, the nature of the material (some is best live, some best recorded) and the availability of technology. Recorded programs will be scheduled. This means they have to be produced fairly tightly to time and saved using an agreed filename format. They also need to be produced with enough lead time to allow the schedulers to put them into the schedule, and that deadline is just as important as any deadline for live programs.