

NEW PROGRAMMER'S CHECKLIST

Before your first program you must:

- Schedule time with the Production Director or your studio technician to record program elements (*i.e.*, intros and outros, bumper music, special sounders, sponsorship commercials, announcements, etc.). All production time **MUST** be scheduled in advance and is available on a first come, first served basis.

- Purchase or bring 2 CDs—one for recording your program (or as a backup if your program is ordinarily live), the other for archiving your commercials/announcements/music beds, etc. CDs are digital in format and hold more than 60-minutes of material. They can be purchased through the station for \$1 each, but are cheaper if bought elsewhere in bulk. Music stores usually carry them.

Before each program you must:

- Provide a written “**program log**” if you need studio technician assistance with your program (see sample in **WUST Programmer Instruction Kit**). The log should contain a list of program elements for each live program or recording session. We will provide a form that you can fill out. This list will tell the studio technician what he or she needs to be doing for you during your program.

- Provide a “**Program Report**” and “**Broadcast Music License Log**” (if applicable) for each program (see samples in **WUST Programmer Instruction Kit**). These are due when you arrive to do your live program or recording session. If your program is produced off-site, you must email us an electronic copy when you send us your program. The FCC requires both these forms.