

Radio Active 90.4 MHz

Program Proposal Form



Please submit the completed form to the Station Manager or email it to radioactivecr90.4mhz@gmail.com . Please note that a program proposal is required for each show, series, and season.

1	Name of the person submitting the proposal	
2	Email id	
3	Contact Number	
4	If you are representing an organisation or institution, please provide name, designation and contact number.	
5	In a single sentence, tell us the idea for your show	
6	Suggested Name for your Show	
7	Describe the Show/ Series/ Season that you would like to produce. (If it is a series or season- please indicate the number of episodes)	
8	Primary language for your show <i>Note: We encourage bilingual shows</i>	
9	Format of the Show (Include the length, structure, segments, pre-recorded or live)	
10	If it is a Series or Season, break down the number of episodes, with the possible names of the speakers, guests, community members and synopsis	
11	List team members – these could be advisors also called Program Committee Members (minimum 5), co-hosts and other volunteers like researchers, photographers, editors etc. <i>Note, we do not encourage solo projects. If you have a solo project, please justify the following: Ideation process in compliance with content guidelines and</i>	

	<i>format listed, structure listed)</i> <i>Production Quality and regularity</i>	
12	Do you need training in production and post-production?	
13	Have you read the Content Guidelines for Community Radio? If no, please speak to the Station Manager, before filling the form	
14	Who is the intended audience for the show? (Please be specific)	
15	Please detail out ideas for community engagement and promotion of your show – includes off air activities and use of digital media	
16	How will you seek to collaborate with other organisations, for funding/sponsorship of your show? Are you aware of any organisations that would support your show? Or are there any grant opportunities that you can apply for? Are there any special events in the community that you can connect the program to?	

Other Deliverables:

- Each show will require a photograph of the guests (after seeking permission and synopsis of the show to be submitted along with the show
- Each show will need to contain the station jingle and sign in and sign out announcements and will need to be edited and submitted one week in advance.
- It is important to read the station's policy guidelines – content, music acquisition policy, creative commons distribution policy to other platforms, research groups etc. In addition, you will need to be aware that the station may submit the program for awards or apply for grants. Please discuss this with the Station Manager.