

Due January 19th, 2018



DJ Agreement

In signing this document, I acknowledge that **I accept the responsibility for the broadcasts on air originating during my shift** and during my tenure at KCSU-FM. I have **read the station's DJ handbook**; and am therefore aware of the station's policy concerning slander and defamation as well as the Federal Communications Commissions (FCC) rules and regulations including indecency, payola, station operations logs, and the Emergency Alert System (EAS).

I am aware of my **programming responsibilities** to the station, the university and the community; and I promise that **I will comply with current acceptable broadcast standards** at all times and will follow all KCSU and Campus Media Policies.

I understand that, if I **violate any of KCSU's station policies and/or broadcast regulations**, I will face disciplinary actions as outlined in the KCSU Program Director, Station Manager, and Broadcast Advisor.

HAVE YOU:

- Taken a **Headshot** for your online DJ Profile? (Contact photo@collegian.com for a photo)
- An **"About Me"** for your online DJ Profile? (Submit one to web@kcsufm.com)
- Made a **Spinitron Account**? (See training@kcsufm.com to set up your account)
- Done an **Aircheck** (see programming@kcsufm.com for one, it was sent in an email)
- Made a **WordPress account** for online content? (Contact web@kcsufm.com for an account)
- Become a member for the **KCSU DJ's and Volunteers Facebook page**? (Add Kara Zehner on Facebook to be added)
- Filled out the **KCSU Master Contact Form** on kcsufm.com/staffresources

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You must have ALL 6 ITEMS to have your show accepted by Programming. See Programming for questions.

Mentee Information:

- I have read the Mentee Agreement form on the Staff Resources page on kcsufm.com and have decided to **Opt-In**
- I have read the Mentee Agreement form on the Staff Resources page on kcsufm.com and have decided to **Opt-Out**

Paid DJ Agreement

- I have read the **Paid DJ Agreement** on the Staff Resources page on kcsufm.com and I understand what is expected of me to be paid. (See station@kcsufm.com for details and questions)

Name: _____

Signature: _____

Date: _____

KCSU IS A STUDENT-RUN STATION. IN ORDER TO WORK AT KCSU, YOU MUST BE AN ADMITTED FULL-TIME DEGREE SEEKING, STUDENT IN GOOD STANDING AT COLORADO STATE UNIVERSITY. YOU MUST ALSO BE ENROLLED IN A MINIMUM OF NINE (9) CREDIT HOURS DURING THE FALL AND SPRING SEMESTERS (6 CREDIT HOURS FOR GRADUATE STUDENTS). KCSU IS AN EQUAL OPPORTUNITY EMPLOYER.

Primetime Application for Fall 2017: 7:00 AM -5:00 PM

Responsibilities

Primetime DJs are expected to do the following:

- Play heavy, medium, and light rotation as well as local music
- Update DJ central and answer texts.
- Play underwriting, PSAs, and promos.
- Sign off on underwriting/ PSA/ and other logs.
- All breaks 3-5 minutes.
- Do a break every 2-3 songs.
- Must have delay on at all times and know how to operate it

Requirements

Primetime DJs must complete:

- 2 CD review per month
 - You will receive 1/2 an absence each month if you fail to complete a CD review.
- Attend mandatory DJ meetings.
- Attend one aircheck per semester
 - This is a requirement in order to have a show the following semester.

Personal Music Guidelines

- Must be screened for profanity and or content that breaks FCC guidelines.
- All music must have a minimum bitrate of 128kbps.
- Be aware of copyright (you can only play 2 songs from the same artist per show).
- Be attentive of plugola.
- Only 1/3 (or 10-12 minutes) of personal music may be played per hour (Vault included).

Attendance policy

- Absences must be posted on the Facebook absentee page, with 24hrs notice
- 3 absences.
- On your 4th missed, your time slot will be taken from you.
- To remove an absence, you may: Sub in for a 2 hour time slot or Compose a CD review/ concert review for the website (500-600 word minimum response) or produce a CSU women's volleyball game.
- You can also substitute a show or do 2 extra CD reviews to have an absence credit before the day you will be gone.

DJs must monitor their e-mails to be aware of station updates.

DJs must adhere to all KCSU and FCC rules- violations merit disciplinary action determined by Program Director, Station Manager, and the disciplinary action stated in the KCSU Handbook.

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Let the program director know of any FCC violation mistakes immediately. See the KCSU content policy for case-by-case disciplinary responses.

Turn application into the ‘complete application’ folder located next to the master calendar by January 16th, 2018

By signing this document, you have read and agree to follow the policies stated above.

Print name: _____

Sign name: _____ (Date: _____)

If you do not sign this agreement, you cannot be a prime time DJ at KCSU.

Primetime shows are Monday through Friday from 7am to 7pm in two hour segments.

Any full-time (12 credit) degree-seeking student at CSU can apply to have a primetime show that has either passed the FCC test in the last 6 months, or has had a show at KCSU in the past year.

Please note that having a show the previous semester DOES NOT guarantee you a time slot for the next semester.

Name: _____

DJ Name: _____

Show Name: _____

Email Address: _____

Phone Number: _____

Major: _____

Graduating Year: _____ Spring Fall

Semesters having had a show at KCSU: _____

How will you make your primetime show unique? For example: break segments, additional research, general themes, etc.

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How do you log CDs from rotation into Spinitron? This process is different from logging personal music.

Turn into completed application folder by the master calendar

Would you like to do band interviews? Yes No

INSTRUCTIONS:

Please fill out the following availability chart.

Put a “P” in a minimum of 3 time slots where you prefer to have your show next semester.

Put an “X” through the slots during which you are unavailable. Fill out by hand.

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Start Time	End Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1:00 AM	3:00 AM	Orange	Red	Red	Red	Red	Red	Orange
3:00 AM	5:00 AM	Orange	Yellow	Yellow	Yellow	Yellow	Yellow	Orange
5:00 AM	7:00 AM	Orange	Green	Green	Green	Green	Green	Orange
7:00 AM	9:00 AM	Orange	Green	Green	Green	Green	Green	Orange
9:00 AM	11:00 AM	Orange	Green	Green	Green	Green	Green	Orange
11:00 AM	1:00 PM	Orange	Green	Green	Green	Green	Green	Orange
1:00 PM	3:00 PM	Orange	Green	Green	Green	Green	Green	Orange
3:00 PM	5:00 PM	Orange	Green	Green	Green	Green	Green	Orange
5:00 PM	7:00 PM	Orange	Green	Green	Green	Green	Green	Orange
7:00 PM	9:00 PM	Orange	Green	Green	Green	Green	Green	Orange
9:00 PM	11:00 PM	Orange	Green	Green	Green	Green	Green	Orange
11:00 PM	1:00 AM	Orange	Green	Green	Green	Green	Green	Orange