KCSU 90.5 FM
DJ Agreement

In signing this document, I acknowledge tha**t 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:

❏ Created 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)

❏ RECURRING DJ'S: Done an **Aircheck** (see programming@kcsufm.com for one)

❏ Become a member of the **KCSU DJ's and Volunteers Facebook page**? (Add Tati Medina on Facebook to be added. No Facebook, please make sure to tell programming@kcsufm.com)

❏ Have you filled out the **KCSU Contact List Form** (see programming@kcsufm.com or go to this link to do it.)

❏ Been Granted access to **RMSMC after hours** (see programming@kcsufm.com to get your ID to become your key)

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.** If so, what department(s) would you like to be put in on preference (NOTE: This does not guarantee you that spot as you may be placed where help is needed.):

❏ Podcasting	❏ Programming	❏ News
❏ Video	❏ Production	❏ Engineering
❏ Sports	❏ Station	❏ Web
❏ Music	❏ Video	❏ Local
❏ Training	❏ Promotions	

❏ 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. I will fill out and complete this document and return it programming@kcsufm.com. (See station@kcsufm.com for details and questions)

Name: _____

Signature: _____

Date: _____

Specialty & Experimental Show Applications Spring 2019: 3:00 PM-7:00 PM & 9:00 PM-1:00 AM

**Please Note: Only students with 3 months of consecutive rotation experience may have a specialty slot.

Responsibilities

Specialty DJs are expected to do the following:

- Update Spinitron and answer texts and calls
- Play scheduled underwriting, PSAs, and promos.
- Be accountable of the underwriting/ PSA/Legal ID/PSAs on the time specified
- All breaks 3-5 minutes.
- Do a break every 3-4 song.
- You must have a theme or genre-focus for a specialty slot.
- Must have delay on always and know how to operate it.

Requirements

Specialty DJs must complete:

- 2 CD review per month
    - You will receive two absences each month if you fail to complete two CD reviews.
- Attend mandatory KCSU meetings monthly.
- Attend two airchecks per semester
    - This is a requirement to have a show the following semester.

Personal Music Guidelines

- Must screen all music for profanity and content that breaks KCSU 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).

Talk Shows

- Talk show DJ's may inquire about a primetime slot; however, you must contact the Program Director as soon as possible to get clearance.
- Say the legal ID: give or take 5 minutes at the top of the hour and every break.
- Do a reset every 5 minutes: After or before your breaks, state your show and restate your topic at hand.
- **MAXIMUM OF 5 MINUTES TALKING DURING YOUR BREAK, NO EXCEPTIONS**.

Mixers and Live shows

- The Mixing Wall is only for shows where it is an intrinsic part of the show format.
- **DJs must be specifically trained before using the equipment.**
- Be aware of the minimum bitrate of 128kbps.
- Be attentive of plugola and payola (no personally made music).

Attendance policy

    - Post absences on the Facebook absentee page and tell the programming director via email, with **24hrs notice.**

    - DJs can miss 3 shows.

    - If you miss a 4th show, you will no longer have that time slot.

    -If you would like to remove an absence, you may sub in for a 2-hour time slot; or, compose a CD review or concert review for the website (500-600-word response) or, produce a CSU men's baseball game or do a CD review or Sports Segment on the Rocky Mountain Review

    -You can also substitute a show or do an extra CD reviews to have an absence credit before the day you will be gone.

    - Turn into completed application folder by the master calendar Due January 22nd, 2019

- 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.

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

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

Print name:_____

Sign name: _____(Date_____)

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

Due January 22ⁿᵈ, 2019

Turn into completed application folder by the master calendar
January 22ⁿᵈ, 2019

- Specialty Shows are from 3 pm – 7 pm and again from 9 pm – 1 am. They run from Sunday – Saturday in two-hour segments.
- Experimental Shows are from1 am – 7 am. They run from Sunday through Saturday in two-hour segments.
- Any full-time degree-seeking student at CSU, with one semester of KCSU experience, can apply to have a Specialty 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 the same time slot for the next semester.

- Specialty - Highly competitive, originality required. **Held to the highest standard**, very themed and planned out each week. These are shows with aspirations to become staple shows of the station.

- Experimental - Less competitive with looser formatting. All programming allowed (must comply to FCC and KCSU regulations)

Circle one: Specialty Show (3 pm – 7 pm and again from 9 pm – 1 am) or Experimental Show (1am-7am)

Due January 22nd, 2019

PLEASE WRITE LEGIBLY OR TYPE THIS SECTION OUT - YOU WILL NOT HAVE YOUR SHOW IF I CAN'T READ IT.

Name: _____

DJ Name: _____

Email Address: _____

Student ID: _____

Phone Number: _____

Major: _____

Graduating Year: _____ Spring Fall

Semesters having had a show at KCSU: _____

(3 months required primetime experience for a specialty show)

Show Information:

Show Name: _____

Describe your show (this will appear on the website):

_____
_____
_____
_____
_____

Circle if your show will be a Specialty (3 pm – 7 pm and 9 pm – 1 am) or Experimental (1 am – 7 am) show.

Turn into completed application folder by the master calendar
Due January 22nd, 2019

Co-hosts, if they aren't already a KCSU certified DJ, they're only allowed <mark>3 guest appearances</mark> before they MUST go through KCSU training. You are responsible for relaying the information about how to stay FCC & KCSU compliant and having them fill out the "Guest Interview" sheet each time.

Co-hosts do not have to take the FCC test—but they can never run the board.

Co-host 1:

Name: _____

Email: _____

Phone Number: _____

Co-host 2 (for talk shows only):

Name: _____

Email: _____

Phone Number: _____

Explain your show's genre or theme? How will you format your show? What information will you talk about on your breaks?

What will make your show stand out over other radio programming?

List four artist you would play on your specialty or experimental show.

Would you like to do band interviews? Yes No

Turn into completed application folder by the master calendar

January 22nd, 2019

INSTRUCTIONS: Please fill out the following availability chart. Put a 1,2,3 in a minimum of 3-time slots where you prefer your show next semester (1= most desirable spot). Put an X through the slots during which you are unavailable. Or write out the times you are available for below.

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	red	red	red	red	red	orange
5:00 AM	7:00 AM	orange	yellow	yellow	yellow	yellow	yellow	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	orange	orange	orange	orange	orange	orange
7:00 PM	9:00 PM	orange	orange	orange	orange	orange	orange	orange
9:00 PM	11:00 PM	orange	orange	orange	orange	orange	orange	orange
11:00 PM	1:00 AM	orange	orange	orange	orange	orange	orange	orange