

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)
- Made 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)
- 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?

Due January 19th, 2018

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: _____

<p>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.</p>

Due January 19th, 2018

Specialty & Talk Show & Late Night Application Fall 2017: 7:00 PM-7:00 AM

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

Responsibilities

Specialty DJs are expected to do the following:

- 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.
- You must have a theme or genre-focus for a specialty slot.
- Must have delay on at all times and know how to operate it

Requirements

Specialty DJs must complete:

- 2 CD review per month
 - You will receive an absence each month if you fail to complete two CD reviews.
- 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 screen all music for profanity and 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).

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.
- Do the legal ID: every 5 minutes and at the top of the hour.
- 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, 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.

Due January 19th, 2018

- Be attentive of plugola (no personally made music).

Attendance policy

- Post absences on the Facebook absentee page, or tell the program director, 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 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.

- Turn into completed application folder by the master calendar Due May 12th 2017.

- 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.

Audition Notes:

(For program director use only)

Due January 19th, 2018

----- Remove -- To -- Use -- As -- A -- Reference -----
--

**Turn into completed application folder by the master calendar
January 19th, 2018**

- Specialty shows are Monday through Friday from 7pm to 7am and all weekends 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.
- Late Night- Less competitive with looser formatting. All programming allowed (must comply to FCC and KCSU regulations).
- Talk shows- Longer breaks, music less frequent, must have weekly outlines of show content.

Check one: Specialty Show Talk Show Late Night (1am-7am)

Due January 19th, 2018

Name: _____

DJ Name: _____

Email Address: _____

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: _____

1 sentence description (genre or theme):

Turn into completed application folder by the master calendar

Due May 12th, 2017

Co-hosts must see the FCC Powerpoint

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: _____

Due January 19th, 2018

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 speciality show.

Would you like shadows on your show? Yes No

Would you like to do band interviews? Yes No

**Turn into completed application folder by the master calendar
January 16th, 2018**

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.

Due January 19th, 2018

Fill out by hand Turn into completed application folder by the master calendar by **January 19th, 2018**

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