

WBCR-LP PROGRAM PRODUCER/ON AIR HOST AGREEMENT

This agreement obligates you to adhere to the provisions outlined below.

I, the undersigned agree:

1. To perform in a professional manner at all times when representing WBCR-LP. This includes my behavior on-air, on the telephone, and when interacting with the public as a representative of WBCR-LP.
2. Prior to broadcasting I will read and carry out all policies and procedures affecting WBCR-LP on-air staff. These policies and procedures include, but are not limited to, the following:
 - a) take transmitter reading as scheduled
 - b) do all assigned giveaways
 - c) fill out Program Logs, including required on-air announcements, properly and honestly
 - d) find a replacement or recorded show when unable to do my show
 - e) notify the Program Director at least 48 hours in advance if unable to find a replacement
 - f) refile properly all music used from the WBCR-LP Music Library
 - g) adhere to the FCC obscenity and indecency policies
 - h) not bring any food or drink into the studios
 - i) not remove music or equipment belonging to WBCR-LP
 - j) log Emergency Alert System (EAS) tests and activations
3. To exercise care and good judgment when operating any and all WBCR-LP equipment, and to report any equipment malfunction in the "Equipment Trouble Report Book".
4. To be responsible for the actions of all guests I invite to WBCR-LP.
5. To be responsible for the safety of WBCR-LP music and equipment in all studios while I am the signed-in board operator. I understand that I have the right and obligation to ask anyone their name and purpose for being in the studios. I have the right and obligation to ask someone to leave WBCR-LP if they are not a member and have no legitimate reason for being there.
6. To direct questions to the appropriate individual if I need clarification about a policy, procedure, or piece of equipment.
7. To inform the Program Director of any change in my address or phone number in a timely manner.
8. To maintain volunteer membership status as outlined in the WBCR-LP Bylaws.
9. To be sober when I am the signed-in board operator.

I understand that my failure to adhere to this agreement could result in my suspension or termination from WBCR-LP Producer status.

Please retain a copy of this agreement and submit the signed original to the Program Director.

Name: _____ Signature _____

Phone: _____ Date: _____