

# DJ Host Guidelines

The stations public hours of operation are Monday - Thursday 2:30 - 8:00 p.m. and Fridays 2:30 - 5:00 p.m. At the moment we are not open on weekends.

A DJ may host a 30-minute to 2-hour time slot. Time slots will be either weekly or bi-weekly. Live shows will be recorded on an MP3 recorder at the station that will copy to a thumb drive or SD card and can also be put on a CD. The host or DJ will be given 2 CD copies per radio show, podcast, interview, etc. Any additional copies will be \$5 each. You will be required to bring your own flash/thumb drive or SD card.

If you want to play your own music during your live radio show it must be on a PC formatted hard drive, as a digital download, or on a flash/thumb drive in MP3 format. When you bring any of your own music or content you must import it into Mixx and create a playlist for your show. Please save to your designated folder on the computer.

If you want to pre-record your radio show, podcast or interview segment, we will need to receive the content at least two days prior to your scheduled slot as a single file so we can program it to play during your time slot. We prefer to receive files as a MP3 but we can figure this out with you individually.

You may promote issues and businesses but no "call to action" is allowed because we are a non-profit station. (Ex. you can say where a store is located or that a event is happening but can not mention cost of tickets or items or say come on out to this or that.)

Our DJ room can accommodate up to 3 guests and a host. A live band can be accommodated but will need to use our TV studio. Please book this in advance with the WCAC station crew so this can go smoothly!

If you have a show that you would like to be able to play, but has profanity or controversial content let us know so we can play your show during safe harbor between 10 pm and 6 am. As a DJ, you may not swear during your show.

The radio station is open to anyone over 18 but if you're under 18 you must have a parent sign off on this form.

NO FOOD OR DRINK in the station room! If you aren't sure about something DON'T DO IT.

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Show Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

Consequences of violating any of the above may result in canceling of your radio show or podcast. Please be considerate and ask us about any concerns you have, we don't want anyone to loose their spot.

Thanks!