

IMPORTANT PROGRAMMER GUIDELINES

Legal ID

The legal ID is "KYRS Medical Lake, Spokane". It must be read in that order with nothing added between those three items. It must be read on air at the top of every hour, within 5 minutes before or five minutes after the top of the hour.

Leaving

Programs must end five minutes before the next scheduled program. The on-air studio must be left in orderly condition, surfaces sanitized, and lights and equipment turned off. The automation channel must be turned back up, windows closed and the door must be locked.

Fair Use/Plagiarism

Talk shows are expected to provide all original programming. Any use of audio that you have not personally created must have written permission from the owner to broadcast it. There is limited allowance for short segments used to illustrate your topic but any substantial use is not allowed, and could result in fines to the station.

Playlists

Each program must enter a playlist for each show, within 24 hours of its broadcast. All shows will include entries for legal IDs, promos and PSAs. Each music track played will require one entry. Talk shows must also include a brief narrative of what that episode discussed, which are used in our quarterly reports to the FCC.

Indecency

Indecency and obscenity are not allowed on air and could result in immediate termination of the offending program as well as substantial fines to the station. There is a delay button available to insert silence on air if something questionable occurs and programmers are expected to be diligent in keeping the broadcast FCC-safe.

Volunteering

In addition to producing their weekly program, each year, programmers are required to volunteer six hours at the station or at station events. Programmers are also required to attend two programmers meetings and participate in two on-air fund drives. Each fund drive, one in the Spring and one in the Fall, requires co-hosting on another program and helping answer phones for a two hour shift.

Membership

All programmers and staff must be members of KYRS with an annual membership fee of \$36 dollars and can be paid \$3 per month or once annually.

Pre-recorded Shows

Programs are expected to be live on air. When a situation requires a pre-recorded show to be aired, the programmer must provide suitable audio and notify the program director at least 48 hours in advance.

Website and Email

Each programmer must check their email and the KYRS webpage at least once a week. Programmers must use their KYRS email address, not their personal one, for all station communications.

Promos

Each program must have both a written and a recorded audio promo for their show. These must be updated every two years.

Food and Drink

No food or drink is allowed in the on-air studio. Program hosts are responsible for keeping their own and their guests' refreshments outside the on-air studio.