

RadioReverb Programme Proposal Guidelines for community groups, organizations and other professionals

Proposals submitted by community groups, organizations and professional bodies are required to meet different rules and criteria both by OfCom and us. As such, we prefer to work in partnership with organizations and groups in order to develop appropriate and bespoke programming.

If you would like to use radio but are unsure of the best way to do this or you need some help in finding the right creative idea for your organization, let us work in partnership with you.

Training and technical competency requirements

All programmes broadcast on RadioReverb are the responsibility of a single named producer. This must be an authorized person from your organisation and proposals should be submitted in this person's name. All producers are required to undergo a Broadcast Competency assessment for which there is a small charge of £15.

Basic broadcast training is available at RadioReverb and the named producer may wish to consider taking one of our short courses ahead of their assessment. We can also arrange bespoke training sessions for you and your group.

Alternatively, RadioReverb can provide you with a producer to work with you on your programme in which case you will not be required to undertake any training or a competency assessment however their services will be charged at our standard hourly rate.

Submitting your proposal

Though working in partnership with us, we will still require you to complete a proposal form. We also welcome you to send in any supporting information you may have; this might be a 5-minute CD taster of your show or of audio or radio work you may have done in the past, or could be flyers and images of events, press coverage...whatever you may have. Please note though that we cannot return any supporting materials.

What happens next

Your proposal will need to be agreed with the RadioReverb programme manager and curator and if there is a current broadcast slot available, your proposal will be considered for this immediately.

If you are submitting your proposal during an open call period, then it will be considered by the Programming Committee. It is the role of the Programming Committee to ensure that the overall schedule of programmes commissioned are consistent with the aims and values of RadioReverb. The programming committee and curator will also award any bursaries and scholarships they are making available at this time.

Administration charges

RadioReverb is a not-for-profit organisation essentially run on a voluntary basis. In order to keep the station running, shows will incur a small administration charge to

help cover the costs which enable each programme to go to air. Administration charges are currently between £10-£20 per show and are payable by direct debit in advance.

Additional fees payable by groups, organisations and professionals

You will be asked for additional information concerning the turnover of your organization and its aims and objectives. This, along with the type of programme you are making, its title, the number of promotional trails broadcast, your facility usage and resource requirements will all be considered when negotiating the organization rate payable.

Questions

Should you have any further questions please email: karen.cass@radioreverb.com.