

RadioReverb Programme Proposal Guidelines for individuals and informal groups

Ideas

RadioReverb is always looking for programmes that are diverse, original and feature authentic voices. Ideas that are focused on a specific area of the community rather than aimed at 'everyone' are preferred. Remember, that one of the purposes of access stations like Reverb is to broaden the whole idea of Radio – to invigorate it and push it forward into new areas. Don't try and emulate what's out there already, think about what you want to say, and what people like you want to hear. RadioReverb accepts proposals at any time and these are considered as schedule gaps arise.

Further to this, RadioReverb regularly reviews its entire programme schedule and at such times it will hold an open call for programmes proposals and publish criteria relating to its current priorities.

Training and technical competency requirements

All programmes broadcast on RadioReverb are the responsibility of a single named producer. This may be you or a member of your group 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. Alternatively, many of our producers have learned their skills by helping out on existing programmes over a number of months. You can contact us to find out more about getting involved in this way.

It is also possible for RadioReverb to arrange for 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

To submit your idea for a programme on RadioReverb, you will need to complete a proposal form along with the equal opportunities form, and submit them either by post, or email:

Post to: RadioReverb, 170 North Street, Brighton, BN1 1EA

Email: office@radioreverb.com

Please also note that individuals are not limited to submitting one programme proposal. If you have lots of separate ideas for shows that you think may appeal to us, we would love to hear them all.

We welcome you to send in any supporting information you may have to help your proposal; 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 be read by both the RadioReverb programme manager and the curator. If you have submitted an idea for a one-off show or 'special' they will contact you to discuss this.

If you are proposing a regular programme, they will ensure your proposal meets the basic criteria for consideration and may contact you if they feel there are any areas which require clarification. Following on from this, if there is a current broadcast slot available, your proposal will be considered for this immediately.

If you are responding to an open call or submitting your proposal during this 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.

Questions

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

If you do not have regular internet access, a member of the RadioReverb team can be contacted weekdays between 12pm and 4pm on 01273 323 040. Unfortunately we will not be able to take any phone calls relating to the programme application form or return any messages relating to this subject outside of these hours.