



Process for applying for a program on J-AIR 88FM, 22 January, 2022

Submit an initial application in writing to info@j-air.com.au and include the following details.

- . Intended name of program with two alternatives
- . Preferred time and day with two alternatives
- . 80 to 100-word description of program content
- . Intended start date (at least 4 weeks' notice is needed) and intended length of season (please note, management prefers J-AIR one-hour programs to aired weekly)
- . Name and contact details (mobile phone number and email address) of program host and at least one deputy and whether they have any radio broadcasting, producing or panel operating experience

Once a program is approved by J-AIR's programming committee, you must:

- . supply a 200-word description of the program and its hosts and a high-quality photograph to be published on J-AIR's website (j-air.com.au) and social media platforms
- . be trained and tested in how to put a program to air live or via remote access
- . be trained in how to use Zara playout software and how to podcast via Omny. Be trained in updated technology
- . be trained in J-AIR studio operations and etiquette
- . publicise your program through your own social media platforms and networks
- . attend regular presenter update briefings with other presenters and management, live or via Zoom
- . sign presenter agreements
- . become paid-up members of J-AIR
- . record promos for station and show ID

J-AIR management process for a new program

- . Programming committee to inform CoM and relevant sub-committees (social media) of new program's details
- . head of engineering to create new program folder and sub-folders in production computer and link to Zara
- . head of engineering to link new program with J-AIR website for publicity, podcast and program guide purposes
- . New program to be created in Omny (photo and description needed) for recording and podcast purposes (automatic or manual)

J-AIR station management responsibility

- . Induct new presenter into J-AIR (review presenter agreement, train to use technology, quality of program and delivery, meet other presenters, station persons etc.)
- . Update training regularly, provide and request feedback
- . Provide opportunities for collaboration