2GLF PROGRAMMING ALLOCATION PROCESS

The 2GLF Programming Committee will allocate programs twice per year through an allocation process for all programs on the station and our online streaming station.

MAIN BROADCAST ROUND (89.3 FM)   APRIL - MARCH

- This round covers programs that air on the main broadcast station, 89.3FM including the online streaming and On Demand services.
- **All** programs will be required to submit an application form
- Successful programs will run from April until March the following year
- New presenters need to complete the station training and at least ten one hour programs broadcasting experience either by presenting an overnight program or on the online streaming station.

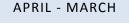## STREAMING STATION ROUND   OCTOBER – SEPTEMBER

- This round covers programs that air on the proposed streaming station including the online streaming and On Demand service. Programs will generally not broadcast on 89.3FM.
- **All** programs will be required to submit an application form
- Successful programs will run from October until September the following year
- New members after completing training can apply for a program on the online stream to gain further experience.

ONGOING CHANGES

- All vacant shifts will be regularly advertised at the station
- Any program filling a vacant shift will only allocated the shift until the next programming round
- It is the responsibility of each program to ensure a program is broadcast each week.
- If the program is unable to broadcast a program:
    - the station may be able to provide assistance with pre-recording a program OR
    - The program should seek a fill in presenter
      (the station will maintain a list with contact details, availability & genre)
- The station may opt to vary the schedule for special events throughout the year as required

FOR ALL ALLOCATION ROUNDS

- Each programming application will be considered on its merit and the information provided
- Applications will be allocated as per the station's programming policy
- Late applications may be accepted but will be given last preference
- Unsuccessful applications will be retained and be given first preference if a suitable shift becomes vacant.

STEP 1: APPLICATION FORMS

- Application forms will be e-mailed to all current presenters & members. Presenters and Members are responsible to ensure that their contact details are current.
- Notices will also be placed at the station and the station website.
- Programs will have three weeks to complete the forms.
- Late applications will only be considered for any vacancies that may arise for the allocation.
- New Presenters receiving training during the application period can submit an application and if successful they will be allocated a program conditionally on the basis they complete the appropriate training & experience requirements for the relevant round.

STEP 2: PROGRAMMING COMMITTEE MEETS

- The Programming Committee will take up to a week to collate all applications
- A three week period is given to the Committee to consider all applications and devise the draft programming schedule

STEP 3: PROGRAMMING GRID DRAFT

- The board must review and ratify the programming draft.

STEP 4: FINAL PROGRAMMING GRID RELEASED

- The completed programming grid will be e-mailed to all current members. Notices will also be displayed at the station and posted on the website.
- Programming changes will be notified to the listeners through the website and on air promotions
- This information will be made available at least three weeks prior to any changes coming into effect.

STEP 5: ON AIR

- Programming changes become effective on the first Sunday of April & October

TIMELINE

Event	Broadcast Round	Streaming Round
New Presenters training	October - December	April - June
New Presenters (10 trial programs)	January - March	July - September
Application Forms Sent	Second Monday of January	Second Monday of July
Application Forms Due	**First Monday of February**	**First Monday of August**
Programming Committee Meetings	February – March	August – September
Final programming grid released	**First week of March**	**First week of September**
Programs On Air	**First Sunday of April**	**First Sunday of October**