



Thank you for your interest in Waupaca Radio! Here are some general guidelines for those who will be hosting a show or volunteering with the station.

- ✓ Access to the Waupaca Radio studios are limited to the hours the building is open (Mon-Thur 7:30a-8:00p / Fri 7:30a-5:00p / Sat 10:00a-2:00p). This may change in the future when our access control system gets installed. Upon scheduling the time you'd like to host your program, studio access will be worked out. *Please Note: Some hours each week are already reserved for staff and set features.*
- ✓ If you are the last one to leave the studio for the day ensure the door leading from the hallway into the studio is closed when you leave. The door at the end of the City Hall lower level hallway should also be closed unless a meeting is taking place.
- ✓ Any person who will be operating any controls in the studio will need to go through a station "checklist." This will go over FCC and station policy you will need to know to legally operate the radio station. This needs to be done before your first show. Each volunteer/show host will have a staff member present for their first two shows.
- ✓ All operators of Waupaca Radio will need to be familiar with the types of content we can and cannot air on the radio. As a non-commercial radio station the rules prescribed to us by the FCC are much tighter than for a commercial radio station.
- ✓ All programming that airs on Waupaca Radio needs to fall within our mission statement: "To connect the citizens of the Waupaca area with the activities of their government and community."

This mission statement has five core areas:

1. Public Safety
2. Government Transparency
3. Expand the reach of Win-TV Programming
4. Act as a communications tool for non-profit organizations, community groups, government agencies and schools
5. Music and community entertainment

This leaves a broad area of acceptable programming. All programming must have a component that fits into this mission.

- ✓ Profanity and Indecent content of any type will not be tolerated. Show hosts should be familiar with the music they may play to avoid any issues. Knowingly allowing indecent content on the air will prompt immediate termination of your relationship with Waupaca Radio.