

## **WFNP STATION POLICIES (The 18 Points)**

1. No indecent or obscene language including lyrics (swearing, excretory or sexual references).
2. Legal ID at sign on, sign off, and top of the hour. Drops/sweeps (The Edge) and frequency (88.7 FM) at least every 15 minutes, PSAs at the :20 and the :50, frequent mic breaks.
3. Staff members will not publicly mock or degrade shows, musical selections, personalities or the station. This qualifies as an immediate suspension.
4. Sign on and off exactly on time.
5. WFNP property stays at WFNP. Thieves will be prosecuted.
6. All problems with equipment must be reported in a timely manner to Programming Director and Station Manager.
7. No lotteries or unauthorized contests.
8. Must be in delay to air phone calls. DJs are responsible for all aired calls.
9. Last show must lock and secure studio.
10. Do not argue with the callers. Always defer problems to a higher authority when dealing with the public.
11. WFNP staff meetings are mandatory for all members. If you must miss a meeting, you must notify the Station Manager in advance, and get a copy of the meetings minutes.
12. Follow and complete all appropriate logs and traffic schedules in blue or black ink.
13. No more than 3 people in the studio at a time. No unauthorized guests on the air on in the studios while on air.
14. No eating, drinking or smoking in the studios.
15. Always backsell, presell, and make a play list.
16. Arrive on time (at least 20 minutes before your show).
17. If you must miss a show, you must find a substitute and notify the Programming Department at least 48 hours in advance (72 hours for weekends).
18. All news and sports information must be attributed. This station cannot editorialize. All emergency information must be emailed to Station Manager and will not be broadcasted until further notice.

While these are the main guidelines, you are not limited to just these points. You are responsible for points that the Programming Department goes over during training/retraining. Violations of the above policies will result in suspension or loss of show, determined by Executive Board and Directors for Student Media.