

Dear Presenters and Volunteers

You may or may not know that Noosa FM is 25 years old this year and the Management Committee has a lot planned for 2019 and has a schedule and concept for Noosa FM's 25th Year. We would like you to be behind these plans and support the station when asked and contribute beyond your on-air time to make it a fantastic 25<sup>th</sup> year for the station.

**We have 2 outside broadcasts (OBs) coming up in the near future:**

An outside broadcast on 26th January, Australia Day, at The Lions Park, Gympie Terrace, Noosaville from 8 am to 2 pm.

2nd March is our Tiny Houses event at The J. We have booked the OB and times to be advised.

Please come along, bring your friends and family to support the events and your station.

We will let you know once event dates have been confirmed and need helpers with more jobs at the station.

**PRODUCTION ASSISTANTS REQUIRED**

We would like more help in the production area and would like to call on you. Please let us know if you are interested and can give some time to be trained, and what times you are available to work for production?

**INTERVIEW CONTENT**

Please adhere to your responsibilities as a presenter for your on air content and remember to quote 'views expressed on air are mine and not necessarily those of others or Noosa FM'. All presenters who are doing interviews are doing a great job, please remember to include this sentence (also on as recorded message on the system) during your interviews and please be very mindful who you take into the studio and on air, especially with any political content.

Please let management know about any political interviews you wish to air, its content and the guests.

Preferably discuss your interview content beforehand with Management and programming to indemnify yourself and to ensure the integrity of the station. We are the community radio station for Noosa and beyond and we need to remain impartial. Being impartial means we give everyone involved a chance to have a say about a certain subject. If that cannot be done we may, in the interest of the station, have to stay away from putting some content to air. Please contact Management for details and requests, this will always put you on the safe side.

**SPONSORSHIP**

In regards to the matter of sponsorship - who is, should be and needs to be a sponsor. Sponsors have a signed contract with Noosa FM and pay for announcements. Before you can talk about them and / or their business, event or performance on air during your program or organize any further involvement with the station they must be a sponsor.

A lot of this has been different in the past and needs to be treated thoughtfully. This is station income and just as you would not necessarily give away your own skills for free (or even entertain freeloader) please give the station and your program a chance to earn income. These things need to go through sponsorship and have management involvement. Again it is a matter of maintaining the stations integrity and license - it is your legal responsibility as a presenter.

**CORRESPONDENCE FROM NOOSA FM**

Please note that the Executive Management needs to endorse and sign any letter you wish to send out with Noosa FM letter head. Non conformance with this directive may result in you forfeiting your membership.

Please contact the Management Committee if you have any questions in regards to any of the content of this email.

We would like to wish you a great weekend, stay cool and see you all on Saturday 26<sup>th</sup> January for the Australia Day Festival and for our Outside Broadcast event at Gympie Terrace, Noosaville.