

EASTERN COMMUNITY BROADCASTERS INC. PRODUCTION POLICY

POLICY OVERVIEW

The main purpose of Eastern Community Broadcasters Inc, hereafter referred to as Radio Eastern fm, is to provide guidance for the production of material for on-air broadcast.

Production Manager will assist volunteers as required.

Production incorporates or “packages” the over-all Radio Eastern fm sound and therefore involves liaising with other areas such as Programming, Sponsorship, Promotions and Community Services. Production involves the main elements:

Production of material to be used on air will be subject to the Programme sub-Committee (PsC) review panel approval prior to broadcasting.

The Roles and Job Descriptions of these elements of Production include:

- Audio editing and packaging, Audio re-packaging and archiving,
- Voice-over reproduction,
- Script/Copy writing,
- Production Database maintenance,
- External Community Service messages as received,
- Program promotion messages.

POLICY OBJECTIVE

Radio Eastern fm aims to provide listeners with a quality on-air sound which promotes the various activities of Radio Eastern fm and the local community. Good production values enhance the form and content of material presented.

Radio Eastern fm Station workers and other members are actively encouraged to assist both areas of production. No broadcasting or audio experience is necessary to be able to make a valuable contribution to Radio Eastern fm Production and thereby to our community service.

RADIO EASTERN FM PRODUCTION VALUES

Radio Eastern fm *production*

- supports the Program output
- serves our local community
- holds the various program elements together
- promotes and enhances Radio Eastern fm programs
- develops material by and/or for our local community
- incorporates local community information and notices
- encourages and solicits participation by Radio Eastern fm Members
- complements and promotes Radio Eastern fm program material

PRODUCTION PROCEDURES

Most Radio Eastern fm in-house audio production is completed using computer software production packages.

Priorities of Radio Eastern fm production demands include:

- Sponsorship production,
- Program promotions as necessary.

- External source material downloading (e.g. programs, CSAs sent to us on email and religious programs as received).

Requests for production tasks or assistance made are processed as available.

Sponsorship requirements should be made at least three full weeks before an item is required, longer if at all possible to ensure completion to the contract commencement date.

The production team depending on all tasks at hand determines production task priorities.

The Production Studio is reserved for audio and program production as the first priority. as production may require availability at short notice.

Audio material for approved applications is stored on the server in production archive folders and/or on production approved Cds

All material produced is to be reviewed by the PsC Review Panel before being loaded for broadcast. Approval will be required from at least two out of three panel members before being put to air.

SPECIAL PROGRAMMING ELEMENTS

Special programming outside normal production schedules is required at times.

Production (including pre-production and post-production) is usually involved.

Circumstances requiring Special Program Elements and procedures may include such things as specially prepared programs (one-off or series).

Copyright compliance

APRA requirements on copyright are to be met in the music being drawn from production sources when being used for paid sponsorships

For program promotion presenters can provide their own music fitting to their program.

A record of all music material produced is to be kept on the production spreadsheet to assist with audit information during official audit periods when requested by APRA.

Policy reviewed and updated: 06-03-2025