

New Trainee Checklist

Complete this checklist to get on the air!

Legal name: _____

DJ name (if applicable): _____

Show name: _____

Date: _____

Are you going to sign up for Pay to Play? Yes / No
(Paying \$30 a month in lieu of the required service hours)

Check each as they are completed

- Submit an online program application
- Attended Sunday Open House Training
 - Trainer sig _____
- pay membership dues (\$30)
 - Date paid _____
 - Check / Cash / Paypal?
- Request time slot at any time during training (will be held for you for 30 days)
 - time reserved _____
 - Date _____
- one show sit-in with current programmer
 - Show Name _____
 - Programmer sig _____
- Run a mock show with a trainer
 - Trainer sig. _____
- Signup for list-serves
 - announcement and discussion groups
 - i. Contact Janra Roberts (Janra@valleyfreeradio.org)
 - Current Programmers Facebook group (optional)
 - i. Contact Joshua Braska (JoshuaBraska@valleyfreeradio.org)
- Sign programmer contract (file with this checklist)
- Sign up for service hours (contact Janra for your options). You can help in the following areas:
 - Fundraising
 - Marketing & Outreach
 - Programming
 - Station Operations
- Receive door code at the next board meeting (every first Thursday of the month)
- Record backup show and have it in the system within 30 days

