

Essay Guidelines

Well-written stories that translate easily to radio (written for the ear versus the eye). The tone should be conversational as if talking to a friend, neighbor, or relative.

The length should be not longer than 3 minutes (about 600-700 words) when read aloud.

Only essays containing local content will be considered. The essay content should readily and easily relate to the author and his/her local experiences as well as relating to the geographical area served by WBAA.

Writer should use as much local color as possible including local names, locations, folklore, history, scenery and other local descriptions.

Essays should be timely. Essays for Christmas stories should be submitted in time for airing before or around Christmas, etc.

Essays are voiced by the writer. It is not expected that the writer will possess broadcast announcing skills, but the writer should possess enough reading skills to be coached into speaking in a conversational and even, pleasing tone.

The essay should not be a commentary or editorial (both espouse viewpoints). The essay should tell a story that would be of interest to a general versus a narrow specific audience.

The essays should be of a nature appropriate for a morning audience on WBAA. Obscene, sexist, racist, inciting, or salacious language should never appear on a WBAA essay.

Authors should submit radio essays in writing first. Those writers whose submissions have been selected for possible airing will brought into our studios for coaching and recording. Audio submissions will not be accepted and unsolicited tapes will not be returned.

All essays become the property of WBAA. There is no remuneration or compensation for essays. WBAA reserves the sole right to decide which essays should be aired. Editors' decisions are final.

Agreement Signature:

I, _____, have read these guidelines and agree to abide by them as a contributor of an essay for WBAA.

Contributor

Date

Commentator Guidelines

- I. WBAA welcomes community members to self-voice self-authored compositions that express opinion, introspection or humor on topics of interest and importance to our audience. Station staff will help community members craft these compositions as follows:
 - A. The station will review every script before it is recorded with respect to:
 1. Libel or slander.
 2. Content that is more promotional than provocative.
 3. Accuracy.
 4. Personal attacks.
 5. Political or religious content that promotes rather than informs.
 6. Appropriate usage, language and form for civil discourse.
 - B. The station will assist authors with:
 1. Making appropriate edits.
 2. Bringing the communication to proper time length, generally about 600-700 words or 3 minutes of spoken word.
 3. Recording the communication in the WBAA studios
 4. Editing the communication and placing it in the broadcast schedule.
- II. WBAA will require authors to provide the station a final script that will be filed in the news department and may be placed on the station's website if the author so permits. By submitting a commentary, author is automatically granting permission to WBAA to use said commentary in its on-air broadcasts, website streaming and podcasting (initial here: _____ YES___ NO___).
- III. WBAA will air an introduction to each commentary as well as a standard announcer outro script that includes author name, place of residence, and whatever other personal information might lend authority or authenticity to the commentary.
- IV. WBAA will schedule commentaries and inform the author of broadcast time(s), which are solely at the discretion of the station. WBAA reserves the right to limit the number of commentaries aired per month addressing a similar viewpoint on the same subject.
- V. WBAA will refuse to air communications that violate rules of the Federal Communications Commission for non-commercial, educational stations. Further, WBAA will refuse to air communications that would, for any reason, undermine its goodwill with the audience it serves.

Agreement Signature:

I, _____, have read these guidelines and agree to abide by them as a contributor of commentary for WBAA.

Contributor

Date