



International Local Music Exchange

International Local Music Exchange Participant Instructions

Overview

Each participating station will record an hour long show featuring local music and hosted by your own students. Shows will be uploaded to a shared drive in the cloud, where stations can download the shows.

The shows will also be used as podcast episodes that can be shared out. KCSU will host the podcast and include your station's name. In order for recorded episodes to be used as a podcast, stations need to obtain electronic consent from the bands featured in the recorded show and upload those documents to their shared drive folder. If permission can't be obtained, the recording will only be used as a radio program.

Format: Each station will upload an MP3 version (320k) and a WAV version to the [ILME iDrive server](#). Bands are not allowed to do covers due to complicated copyright rules. Each finished file is 58 minutes long with three 'implied breaks' approximately every 15 minutes. An implied break is a definitive short-pause in which an underwriting or promo could be played by the local station. Your implied breaks must begin with, "This is the International Local Music Exchange," followed by 1-second of silence, and then back to programming.

FCC/Audio Requirements: Must be FCC-clean.

Length: Maximum of 58 minutes, with an implied break every 15 minutes

Launch Air Date: Oct. 2

Upload: Upload finished files to the [shared iDrive](#) no later than Sept. 27 (link to come). Stations may upload links any time after Sep 27, but may not be included in Launch Air date. When uploading, create a folder labeled with call letters and location (KBVR, Corvallis, Oregon, USA)

Login: localmusic@collegeradio.org
Password: Localmusic2020!

Name all files using this style: CALLLETTERS_UPLOADDATE (*Example* - WLOY_100220)

Required Episode info Doc: [Download or make a copy of this spreadsheet template to enter information](#) on artist, song, album, label, timestamps and other information. Upload your sheet as a PDF to the shared drive.

Artist Release Form: <https://www.emailmeform.com/builder/form/aGKI6w7rJ4bv>

This must be completed by **all of the** artists in your program or it will not be able to be shared. Send the artists the link and ask them to put your station at the top of the form. They can digitally sign it and it will upload to the ILME system so that the show can be shared.



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Script:

READ AND FOLLOW THESE INSTRUCTIONS: This is a sample template script designed so that stations may broadcast AND podcast the complete show with no need for extra editing or additions. Stations should adjust this script to fit their tone and add any facts and information about the artists that sounds great and makes sense. But, it must remain within the given consistent format. All bold text is required to say verbatim. **THIS SHOW MUST BE EVERGREEN CONTENT.** Do not mention any time-sensitive information so that stations may play it for years to come. You may adjust the format to fit the length of your total show: 30-minutes or 58-minutes.

DJ voice: *[Greeting]* **This is the International Local Music Exchange - a radio show and podcast collaboration of college radio stations sharing their local music community with the world. This partnership is supported by the College Radio Foundation.** *[I'm Joe Schmo and I'm a DJ at KBVR in Corvallis, Oregon. We have some awesome music representing the Beaver state, on the west coast of the USA. Describe your location in the world. First up is The Macks with "Tried My Best."]*

SONG
SONG
SONG

[Back-introduce songs. Reset] *[Tease upcoming songs. Re-introduce the concept and name "International Local Music Exchange" name. Include an implied break]*

SONG
SONG
SONG

[Reset, back-introduce songs. Tease upcoming songs. Re-introduce the concept and name "International Local Music Exchange" name. Include an implied break]

SONG
SONG
SONG

[OR INSERT INTERVIEW HERE. You may optionally insert a 12-minute or less interview here with a local musician or local music community figure.]

ENDING:

[Thanks for listening...I am DJ Joe Schmo from KBVR in Corvallis Oregon..Visit us at kbvr.com. CREDITS. Thanks to all the people name, name, name who contributed to the production of this broadcast.] **This show was originally produced on Month, Day, Year. To hear local music from around the world, visit College Radio Dot Org.]**