

# **Fresh Local Producers**

*CFUZ Collaborative Program Guidelines*

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The logo for CFUZ, consisting of the letters 'C', 'F', 'U', and 'Z' in a bold, white, sans-serif font, set against a solid orange rectangular background.

*Programming Department*

# **Fresh Local Producers**

## *CFUZ-FM Collaborative Program Guidelines*

**Fresh Local Producers** is a platform for busy volunteers who are interested in producing spoken words content but don't have the time or confidence (yet!) to commit to a regular show. It is a collaborative program giving you the opportunity to share your discoveries, bring awareness and express your ideas through the production of **interviews**, **reports**, and **documentaries**.

Although all of these methods of producing radio are based on non-fictional elements and overlap sometimes, they are fundamentally different.

**Interview** : The interview is a recording made from a meeting with one or more people face to face, by phone or with a computer. In a typical interview, the interviewer will ask a list of questions to the interviewee(s). Through his/her/their answers, the listener will learn about the interviewee(s)'s story, opinions, feelings and/or knowledge about a specific topic. The interview can also take the form of a more loose conversation in which the producer also share his/her views and emotions. Interviews can be either very focused and objective or personal and persuasive.

An interview can be short or long.

**Report** : The report focuses on the facts... **not commentary**. The degree of neutrality is usually higher than interviews and documentaries. It is meant to document impartially a topic and answer the questions who, what, where, when and why.

A report is short.

**Documentary** : Like the report and the interview, the documentary is based on factual accounts, but it is deeper, more conscious and has a purpose of influencing and bringing awareness. Usually, the documentary has a higher artistic value than the report and the interview and is produced over a longer period of time.

A documentary can be short but is normally longer than a report.

## **Terminology**

The following terms are used throughout this document, and are defined in this section.

- *Program* - refers to the series or collection of episodes known as **Fresh Local Producers**.
- *Episode* - refers to the final production audio which captures a single performance.
- *Artist* - refers to the performing artist featured in the episode.
- *Performance* - refers to the entire live performance by the artist, recorded by the producer.
- *Song* - refers to a single song performed by the artist during a performance.
- *Venue* - refers to the physical location of the performance.
- *Venue audio* - refers to any audio material recorded by the producer during a performance.
- *Recorded material* - any audio (songs, etc...) not recorded by the producer at the venue or during the performance.

## **Episode Outline**

- Intro (presentation by the executive producer) 30 sec to 1min
- Heart ( a number of interviews, reports and documentaries separated by station ids and presentations) 27 to 28 min
- Outro 30 sec to 1min

## **Style Guide + Specifications**

To stimulate the production of spoken words, we want to make it as easy as possible for volunteers to participate in this program. In this regard, we will accept interviews, reports and documentaries of various lengths.

For each episode, the executive producer will choose and edit a number of pieces if necessary, add the intro, outro, presentations and station ids, totalling 29 minutes.

Example ( episode of 58 min.)

- Intro (executive producer) : *Welcome to CFUZ Fresh Local Producers* + brief description of this episode 30 sec
- Interview with the owner of a new business in town 9 min
- Presentation next piece (executive producer) 15 sec
- Report on the aftermath of the wild fires 9 min
- Station ID 15 sec
- Presentation next piece (executive producer) 15 sec
- Report on the Peach City RunFest 9 min
- Outro (executive producer) : *Next episode... If you want to contribute/produce a show, this collaborative is a platform available to anyone in the community. Please get in touch we us! Thanks for listening. CFUZ* 45 sec

Each volunteer will have the choice to produce interviews, reports and documentaries of those following lengths :

- Interviews : 7, 9, 14 or 28 minutes
- Reports : 7, 9, 14 or 28 minutes
- Documentaries : 14 or 28 minutes

Because there will be a delay between the production and the release of the pieces, the topics chosen can be current but not too time sensitive. Producers should avoid “faits divers” and events that are not relevant soon after they’ve past, unless they find a more long term angle of analysis.

The producer can include or not an introduction of themselves. If they decide not to, the executive producer will be the one presenting them during the introduction of the segment.

There is no restriction when it comes to the choice of theme, topic, opinion expressed and people to interview as long as it respects the Peach City Community Radio Society code of conduct. We welcome all interesting, intriguing, funny, original, deep and serious ideas. We encourage you to bring your colour to anything you produce. There is one rule though : we stick

to the truth. If you want to add any fictional material to your production, the listener has to be advised. We rely on you to check your facts, double check the names and personal information of the people you interview and work rigorously.

Music, voice overs and sounds can be added as long the main portion of the piece is spoken word.

Local interviewees and topics related to the community are preferred but we will also accept a broader range of material.

## **Release Form**

The producer is required to obtain a signed CFUZ release form from any interviewee(s) prior to the interview(s).

The producer is required to obtain a signed CFUZ artist release form from any performer(s) in the event that live audio or spoken word is incorporated.

This form should be filed in the studio office prior to the episode airing.

## **Disclaimer**

Gratuitous vulgarity is not acceptable in a recorded interview, and should be bleeped out.

The producer should include a disclaimer for vulgarity in the episode introduction, if any vulgarity is included in context during the interviews or material utilized for the creation of the episode.

## **Executive Producer**

The executive producer is the person responsible for overseeing the program. Specifically, this role entails:

- Communicating on behalf of the program (answering emails, and requests about and on behalf of the program)
- Coordination of producers
  - Ensuring that multiple producers interested in recording a performance are networked together
- Quality control
- Being responsible for the program to the Programming Committee and the Program Director
- Scheduling episodes into the play out calendar in the time slot allotted to the program
- Liaison with the Programming Committee in the event that special scheduling circumstance are required for the program.

## **Producer**

The producer is the person responsible for the recording and production of the completed audio for a specific episode. The producer also uploads their final audio file to the CFUZ system, and informs the Executive Producer when an episode is submitted.

Producers are required to be Peach City Community Radio Society members in good standing, and have completed all requisite training to qualify as programmers at CFUZ in order to contribute to this program.

## **Metadata Guidelines**

Metadata for Fresh Local Producers should have the following format:

- **TITLE** : *Fresh Local Producers - ## - Title of Episode/Segment*  
*Note that ## represents a numerical value, assigned by the Executive Producer.*
- **ARTIST** : *Name of Producer*
- **ALBUM** : *Fresh Local Producers*
- **DATE** : *Year of recording*
- **TRACK NUMBER** : *## (Assigned by Executive Producer)*
- **GENRE** : *CATxx PRE*  
*Note that xx represents the CRTC Category/Subcategory representing the genre style of the artist. If you are not sure, consult the Executive Producer.*