

# **Peach City Speakers**

*CFUZ Collaborative Program Guidelines*

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Department: **Programming Department**  
Version: **1.0**  
Date: **2019-01-12**

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 background. The letters are slightly overlapping and have a modern, geometric feel.

*Programming Department*

# **Peach City Speakers**

## *CFUZ-FM Collaborative Program Guidelines*

***Peach City Speakers*** is a program allowing volunteers to capture interesting and engaging public talks given in Penticton and the surrounding area, and produce it for radio.

The purpose of this program is to showcase the interesting and informative broad spectrum of informative lectures that occur in and around our city.

The overarching goal of this program is to play a pivotal role in boosting and popularizing the local speaking scene in Penticton, via exposure on the local airwaves. In doing so, producers must take care to not undermine the scene by providing too casual an alternative for listeners to skip the live venue and rather listen online or over the air. As such, producers should not advertise in advance their intent to record events, nor should they release episodes of the program in a fashion so as to subvert upcoming lectures by the same speaker.

### **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 **Peach City Speakers**.
- *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**

Each episode must consists of the following elements:

- *Cold open on venue audio or ambient music.*  
The episode should open on background audio recorded at the venue, prior to the lecture, or on ambient background music. The intention is to establish the place and atmosphere, and provide an audio bed for the introduction. This background may contain ambient audience noise, artist intro by emcee, or background music.
- *Brief introduction*  
The producer should speak a brief introduction, including the venue location, date and some information about the lecturer/speaker.
- *Recorded venue audio*  
This is the recorded lecture. The audio may be edited for time by removing pauses or breaks as appropriate. These edits should be smooth and non-obtrusive. Editing of oral content should be done very carefully so as to not alter the intention of the speaker.
- *Station IDs approximately every 30 minutes (for episodes 1 hour or longer)*  
The producer may duck the ambient/background audio during content pauses to announce a station ID for episodes longer than 30 minutes in duration.
- *Brief outro*  
Briefly summarize the intro information at the end of the episode
- *Fade out*

## **Style Guide + Specifications**

Each episode should be either *29 minutes* or *58 minutes* in length. If the lecture is longer than 58 minutes, the producer must decide whether 2 episodes of equal length can be made, or they must cut content to fit to the time allotted. *Please advise the executive producer if you are planning an episode longer than 1 hour prior to doing any production work. The program is only allotted 1 hour in the schedule, so an episode longer than 1 hour may require special scheduling circumstances.*

If the length of the performance falls in between 29 and 58 minutes, the producer may augment the content with other recorded material (such as a brief interview, questions from the audience, etc...) or simply cut the episode down to the shorter time. Pre recorded material should not comprise more than 25% of the total episode length, and should be kept to a minimum.

Ideally, each episode should feature one entire lecture. However, in the case of an event where multiple lectures are recorded, one episode may be used to cover multiple lectures from the same event. In this case, the producer should mention the name of each speaker prior to their recorded audio.

Each episode should begin with the producer introducing the speaker and topic, making sure to state the following information - all items are mandatory unless otherwise indicated:

- The ***Peach City Speakers*** introduction statement:

***Welcome to Peach City Speakers on CFUZ.***

- Introduce the producer (yourself)
- The name of the speaker
- A brief overview/intro of the topic or title (*optional*)
- The date and location of the recording
- Disclaimer for vulgarity (*if necessary*)

The introduction, spoken by the producer, should be preceded by *at least* 10 seconds of introductory audio, leading into the lecture, and should be completed before the 2 minute mark of the episode. The introduction should be layered overtop this live audio from the venue or music, and timed so that the lecture starts shortly after the end of the producer introduction.

At the end of the program, the preferred method of ending is to pull down the venue audio level prior to the end of the episode, and voice the outro layer overtop this audio. This should happen between 3 minutes to 30 seconds prior to the end of the episode, depending on the length of the outro voicing segment.

During the outro, the producer should state the following information:

- Briefly, recap the details of the lecture (speaker, location, date)
- The ***Peach City Speakers*** outro statement:

***This has been an episode of Peach City Speakers on CFUZ.***

***Peach City Speakers is a collaborative program on Peach City Radio - CFUZ - in Penticton BC. To get involved, visit our station or email peach city speakers at peach city radio dot org.***

***My name is producer, thanks for listening.***

The producer should leave *at least* 10-20 seconds of full volume venue audio or music to lead out the episode. This should fade to zero level over 5 seconds at the end of the episode. If music is used, it should be the same piece as used for the intro.

**Note:** Any gratuitous vulgarity expressed by the speaker during the lecture should be bleeped out, unless it is uttered in context, referring to a quote or other source. Producer may use the noise of their choosing to mask these instances (be creative).

Producers should construct and store/file log files for each episode in accordance with station procedures.

## **Release Form**

The producer is required to obtain a signed CFUZ release form from the speaker(s). This form should be filed in the studio office prior to the episode airing.

## **Disclaimer**

The producer should include a disclaimer for vulgarity in the episode introduction, if any vulgarity is included in the lyrics of performed works, or uttered in context.

## **Templated Audio**

There is no specific audio template for this program.

## **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.

## **Scripts**

Peach City Speakers INTRO Script:

***Welcome to Peach City Speakers on CFUZ.***

Peach City Speakers OUTRO Script:

***This has been an episode of Peach City Speakers on CFUZ.***

***Peach City Speakers is a collaborative program on Peach City Radio - CFUZ - in Penticton BC. To get involved, visit our station or email peach city speakers at peach city radio dot org.***

***My name is producer, thanks for listening.***

## **Metadata Guidelines**

Metadata for Art Matters should have the following format:

- **TITLE** : *Peach City Speakers - ## - Name of Lecturer - Title of Talk*  
*Note that ## represents a numerical value, assigned by the Executive Producer.*
- **ARTIST** : *Name of Producer*
- **ALBUM** : *Peach City Speakers*
- **DATE** : *Year of recording*
- **TRACK NUMBER** : *## (Assigned by Executive Producer)*
- **GENRE** : *CAT12 PRE*