

**NOOSA DISTRICT COMMUNITY RADIO ASSOCIATION INCORPORATED**  
**POLICY STATEMENT 3.09 - OUTSIDE BROADCAST PLANNING AND EXECUTION**

1. This policy has been written to ensure clarity of understanding on the requirements for planning and executing outside broadcasts.
2. All outside broadcasts require the prior approval of the Management Committee. However, other parts of the station's operation must consider and approve a proposed OB before it will be considered by Management.
3. Potential outside broadcasts must be notified to the Events Sub-Committee and the Programme Sub-Committee before approaching the Management Committee for approval, and before any commitment is made to the organisation or venue from which the broadcast may be made.
  - 3.1 The information to be supplied to these sub-committees must include:
    - The event from which the OB is proposed;
    - The date of the proposed OB;
    - The times between which the proposed OB will be broadcast;
    - The personnel who commit to attend the OB location for the duration of the OB;
    - The presenter(s) who will provide studio cover for the duration of the OB;
    - The musical theme(s) that are appropriate for the OB, if any;
    - The scheduled presenters whose programmes would be affected, indicating whether each
      - Is prepared to present their programme from the OB location or not;
      - Requires any conditions – physical or otherwise – to be in place at the OB;
      - Has adequate material to match any musical themes that are appropriate for the event from which the OB is proposed, and if not, what steps are proposed to ensure that such material will be available to the presenter.
  - Other relevant information may be included where it will assist these sub-committees to reach a decision.
  - 3.2 The Events Sub-Committee will advise in-principle acceptance or rejection based on outside broadcasts already committed, on the basis of OB frequency and its perception of the likely publicity benefit to Noosa Community Radio.
  - 3.3 The Programme Sub-Committee will advise in-principle acceptance or rejection based on the impact on scheduled programmes and their presenters, recognising that OB's often occur over weekends and, where different presentational or musical styles from the scheduled programme are appropriate to the theme of the OB, presenters whose scheduled programmes are often affected by OBs (and their intended audiences) are likely to be deprived of the chance to present their planned (and published) material.
4. Given approval by the Events and Programme Sub-Committees, potential outside broadcasts must then – and only then - be notified to the Technical Sub-Committee, which will consider the equipment and facilities required to present a successful OB. The Technical Sub-Committee is responsible for developing and providing a standard checklist of facilities required at the site of a proposed OB, to ensure both adequate quality of broadcast material and the security and safety of the station's OB equipment. It must be satisfied on the information supplied by the presenter proposing the OB, and if necessary on its own checks, that these criteria will be met. If the Technical Sub-Committee is not satisfied on these matters, it has an absolute power of veto on any OB.
5. Given approval by the Technical Sub-Committee, expressed by signing off on the checklist noted in (4), the OB proposal must then be submitted by its proposer(s) to the Management Committee for final approval.
6. On approving an OB proposal, the Management Committee will advise the Fundraising Sub-Committee of the planned OB so that the maximum advantage may be taken to raise funds for the station, and the Sponsorship Sub-Committee to plan any rescheduling of sponsorship announcements that may be necessary on the date and during the times of the OB to avoid any conflict of presentation – for example, ensuring that sponsorship announcements for one bank are not scheduled for broadcast if an OB is taking place from another. If the Management Committee rejects an OB proposal, it will give its reasons in writing to the proposer.
7. On completion of the OB, the on-site presenter(s), the Fundraising Sub-Committee, and the Technical Sub-Committee will prepare post-OB summary reports, and submit them to the Management Committee, stating
  - 7.1 Perception of success in terms of acceptance by those attending the event;
  - 7.2 Issues (positive or negative) raised by the event's organisers;
  - 7.3 Quality of facilities (technical and other) supplied at the OB site (both positive and negative comments);
  - 7.4 Amount raised for the station, and how this might have been increased.
- The Management Committee will consider these reports at its next scheduled meeting, and advise Sub-Committees of its opinions in order to improve the overall effectiveness of future OBs from this and other sites.
8. The forms used for submission and approval by the various committees are attached to this policy, and should be copied and used by proposers.