**KKFI PROGRAM SELF-EVALUATION FORM – ROUND TWO**

Evaluated By (Host): Host’s Email & Phone:

Program Name: Format *(circle)*: Music Public Affairs Arts & Culture

Date/Time Program Aired: Date Of This Self-Evaluation:

How did I listen to the program? *(Circle)* Archive Logger Download

KKFI seeks to stimulate, educate and entertain its audience, to reflect the diversity of the local and world community, and to provide a channel for individuals and groups, issues and music that have been overlooked, suppressed or under-represented by other media. How does this program help to fulfill KKFI’s mission statement?

How is this program different from programs on other area radio stations, and how does it uniquely serve the community?

**OBJECTIVE CRITERIA:**

Did I arrive in a sufficient amount of time prior to the program’s scheduled start? Yes No

Did I allow enough time and space for the program that followed mine to start on time? Yes No

Did I start and end the program on time? Yes No

Did I give the legal ID accurately within 5 minutes of the top of the hour each hour? Yes No

Was the program free of any violations of the FCC’s obscenity/indecency rules? Yes No

Was the program free of any KKFI policy violations? Yes No

 *Note: These are such things as calls-to-action, spot embellishment, ticket cost, dirty laundry, etc.*

Was I able to avoid usage of the 7-second delay/delete during the program? Yes No

Did I forward-promote upcoming shows within 15 minutes of the end of the program? Yes No

Was the program free of any annoying/unprofessional “dead air”, extended pauses or delays? Yes No

Were the sound levels balanced and audio output consistent throughout the program? Yes No

Was my vocal quality free of pops/hard-consonants/coughs/paper-shuffling/extraneous noises? Yes No

Did I correctly air all PSA, Underwriting and Promo spots listed on the Program Log? Yes No

Was the audio quality of my source material (CDs, LPs, etc.) free of hisses/pops/scratches/skips? N/A Yes No

Did I properly credit all songs aired at some point either before or after they were played? N/A Yes No

Were all guests/interviewees appropriately identified before and after they appeared? N/A Yes No

Was a Guest Instruction Form link provided to each guest prior to the show, and was it N/A Yes No

completed and submitted on-line in accordance with KKFI policies?

Was an Interview Issues Log completed on the KKFI website after the show aired? N/A Yes No

 *KKFI PROGRAM SELF-EVALUATION FORM – ROUND TWO, PAGE TWO*

**SUBJECTIVE CRITERIA:**

Would the program’s content and presentation generally be considered to be “good radio”? Yes No

 *E.G.: Did it hold the listener’s interest, change one’s mind, provide inspiration, affect one emotionally, make a*

*listener laugh or cry, and was it educational/informative? Or might it make a listener angry, insult them,*

*contain falsehoods, seem unprofessional or sloppily edited/organized or come across as biased?*

Was the program’s content/format consistent with that which was applied for and approved by KKFI? Yes No

Did I avoid overusage of any words or phrases? Yes No

 *If not, what was overused and what will be done to try to avoid this problem in the future?*

Was the information given relevant, interesting and factually supported? Yes No

Was my voice clear, and did I effectively communicate with my intended audience? Yes No

Were my song starts, stops and fades professionally rendered? N/A Yes No

**ADDITIONAL PROGRAMMER QUESTIONS & FEEDBACK:**

Are the transitions with the preceding show and ensuing show programmers smooth and trouble-free? Yes No

 *If not, what went wrong and how can it be remedied in the future?*

On average, how much time do I spend prepping for each show?

What resources do I typically access in order to prepare a show for airing?

Please describe the audience that I am seeking to reach with my show?

What are some things I could do to improve my show?

What activities do I undertake to promote my show? Show promo in PAL? Social Media? Other?

How often do I listen to my show (via the Archive or Logger)?

Am I current on my required non-show volunteer hours (and logging of them in Track It Forward)? Yes No

 *If not, please explain how and when you plan to remedy this KKFI policy violation?*

What could KKFI do to better promote my show?

What could KKFI do to help me improve my show?

*Feel free to attach an additional page if you want to add any comments, questions, suggestions, etc. Thank you.*