

**KKFI PROGRAM EVALUATION
C O N F I D E N T I A L**

Re-evaluation Recommended?
Yes _____ No _____

Reviewed By: _____ Program Reviewed: _____

Host(s) Reviewed: _____ Format (*circle*): Music Public Affairs Music & Culture

Date/Time Reviewed Program Aired: _____ * If Music, Genre: _____

Date Of This Evaluation: _____ * If PA or A&C, Theme: _____

How Program Was Reviewed (*circle*): Live-On-Air Archive Downloaded from Logger

How did this program help to fulfill KKFI's mission statement? _____

How was this program different from programs on other area radio stations? _____

How may this program have served the community? _____

For the specific program evaluated:

OBJECTIVE CRITERIA IDENTIFIABLE BY EVALUATOR:

Did the program start and end on time? Yes No

Note: The archiver timing may be off 1-2 minutes; transitions may need to be verified by listening to the end of the previous show and/or the beginning of the ensuing show.

Was the legal ID given accurately within 5 minutes of the top of the hour each hour? Yes No

Were Program Log spots (PSAs, Promos, Underwriting, etc.) inserted smoothly into the show? Yes No

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

Was the program free of any policy violations (call-to-action, spot embellishment, ticket cost, dirty laundry, etc.)? Yes No

Was use of the 7-second delay avoided during the program? Yes No

Were upcoming shows forward-promoted 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 the vocal quality free of pops/hard-consonants/coughs/paper-shuffling/extraneous noises? Yes No

Was the audio quality of source material (e.g., CD, LP, etc.) free of hisses/pops/scratches/skips/etc.? N/A Yes No

Were all songs aired properly credited 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 an appropriate disclaimer issued (e.g., "opinions are those of the speaker, and not those of KKFI")? N/A Yes No

Was the playlist entered into Spintron (<https://spinitron.com/KKFI/>)? N/A Yes No

Note: The following objective criteria can be determined from the Program & Transmitter Logs. Please ask the Chief Operator to provide you a copy of each in order to complete this PRIOR TO submitting your final evaluation:

Was the Program Log signed and with all times noted/initialed in accordance with KKFI policies?	Yes	No
Were all PSA, Promo and Underwriting spots listed on the Program Log aired?	Yes	No
Were tower checks performed and noted on the Transmission Log in accordance with KKFI policies?	N/A	Yes No
Was EAS testing performed as directed on the Program Log?	N/A	Yes No

SUBJECTIVE CRITERIA IDENTIFIABLE BY EVALUATOR:

Would the program’s content and presentation generally be considered to be “good radio”?	Yes	No
<u>Note:</u> Favorable considerations here might be such things as whether it held your interest, changed your mind, inspired you, affected you emotionally, made you laugh or cry and whether you learned anything. Unfavorable considerations might include whether it made you angry, insulted you, contained falsehoods, seemed unprofessional or sloppily edited/organized and came across as biased.		
Was the program’s content/format consistent with that which was applied for and approved by KKFI?	Yes	No
<u>Note:</u> If you are unsure, approved program parameters are available from the Program Committee Chair.		
Was overusage of any words or phrases avoided? If not, please identify: _____	Yes	No
Was the information given relevant, interesting and (appeared to you to be) factually supported?	Yes	No
Was the host’s voice clear, with professional mic technique (consistent, no peaks/valleys/wavering, etc.)?	Yes	No
Did the host display proper grammar/pronunciation/enunciation?	Yes	No
Was the host pleasant/engaging/appealing/enthusiastic (vs. disinterested/condescending/off-putting)?	Yes	No
Were song starts/stops/fades professionally rendered?	N/A	Yes No
Did you think the amount of time the host spoke was (circle one):	Appropriate	Too Much Too Little

Note: If “too much” or “too little”, please explain: _____

OBJECTIVE CRITERIA PER STAFF: (SM = Station Manager, DD = Development Director, CO = Chief Operator)

SM: Has the Programmer completed all Certification/Recertification requirements?	Yes	No
DD: Did the program achieve its fundraising targets during KKFI’s most recent on-air fund drive?	Yes	No
CO: Was a Guest Instruction Form signed by each guest and sent to the Chief Operator before air time?	N/A	Yes No
CO: Was an Interview Issues Log completed and sent to the Chief Operator after the show aired?	N/A	Yes No

OBJECTIVE CRITERIA PER PRECEDING SHOW’S BOARD OPERATOR: Name: _____

Does the operator arrive within a sufficient amount of time prior to the program’s scheduled start?	N/A	Yes No
Does the operator avoid being excessively tardy or absent?	N/A	Yes No
Do you and the operator work cooperatively in order to smoothly transition between shows?	N/A	Yes No

OBJECTIVE CRITERIA PER ENSUING SHOW’S BOARD OPERATOR: Name: _____

Does the operator queue up a sufficient number of your scheduled spots in PAL?	N/A	Yes No
Does the operator move out of the way to allow you to ample time to set up before your show?	N/A	Yes No
Do you and the operator work cooperatively in order to smoothly transition between shows?	N/A	Yes No

Please add an extra page if you have questions or wish to provide additional comments & suggestions. Thank you.