**KKFI PROGRAM SELF-EVALUATION FORM**

Reviewed By: E-mail & Phone:

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

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

Date Of This Self-Evaluation: \* If PA or A&C, Theme:

How does this program help to fulfill KKFI’s mission statement?

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

How does this program serve the community?

*Specifically for the program reviewed:*

**OBJECTIVE CRITERIA:**

Did I arrive in a sufficient amount of time prior to the program’s scheduled start? 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 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 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 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

*KKFI PROGRAM SELF-EVALUATION FORM, PAGE TWO*

Was a Guest Instruction Form signed by each guest & sent to the Chief Operator before air time? N/A Yes No

Was an Interview Issues Log completed & sent to the Chief Operator after the show aired? N/A Yes No

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

**SUBJECTIVE CRITERIA:**

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

*Note: 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

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

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/fades professionally rendered? N/A Yes No

*Additional programmer questions & feedback:*

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

What could KKFI do to better promote my show?

What could KKFI do to help you improve your show?

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