

**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 the host arrive in a sufficient amount of time prior to the program's scheduled start? Yes No

Did the program start and end on time? Yes No

Was the legal ID given 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 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

Were all PSA, Underwriting and Promo spots listed on the Program Log aired? Yes No

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

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

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

Was overusage of any words or phrases avoided? Yes    No

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

Was the host’s voice clear, with proper grammar/pronunciation/enunciation? Yes    No

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

*Additional programmer questions & feedback:*

On average, how much time do you spend prepping for each show? \_\_\_\_\_  
\_\_\_\_\_

What resources do you typically access in order to prepare a show for airing? \_\_\_\_\_  
\_\_\_\_\_

Please describe the audience that you are seeking to reach with your show? \_\_\_\_\_  
\_\_\_\_\_

What are some things you could do to improve your show? \_\_\_\_\_  
\_\_\_\_\_

What activities do you undertake to promote your show? Show promo in PAL? Social Media? Other? \_\_\_\_\_  
\_\_\_\_\_

How often do you listen to your show (via the Archive or Logger)? \_\_\_\_\_

Are you current on your required volunteer hours (and logging of same in Track It Forward)? Yes    No

What could KKFI do to better promote your 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.*