



KKFI Kansas City Community
Radio 3901 Main St.
Kansas City, MO 64111

Guest Instruction Form

Please complete and return this form to your show host 24-48 hrs. prior to your time in the studio

Welcome to KKFI, and thank you for being part of your community radio station! We want your experience as a guest on one of our shows to be interesting and enjoyable for you and our listeners. In light of the recent COVID-19 pandemic, we want to ensure all our programmer's, DJ's and guests remain as safe and healthy as possible. To do that, we want to monitor the health of all guests entering our studios. **Please answer the following questions (if you answer yes to any of these questions, please refrain from coming to the station and complete your interview via phone or video conference).**

<i>(answer yes if you have had these symptoms in the last 2-14 days or if you are experiencing them now)</i>	Yes	No
Have you been experiencing fever or chills?		
Are you experiencing a dry cough?		
Have you experienced shortness of breath or difficulty breathing?		
Have you experienced extreme and ongoing fatigue?		
Have you experienced muscle or body aches?		
Have you been having headaches for an extended period of time?		
Have you experienced new loss of taste or smell?		
Are you experiencing a sore throat?		
Do you have chest/nasal congestion or runny nose?		
Are you experiencing nausea or vomiting?		
Do you have diarrhea?		

Please read the following guidelines concerning Federal Communications Commission (FCC) and KKFI policies as well as the Helpful Hints on the back of this page. This will help you present yourself and your ideas in the most effective way. If you have any questions, please ask the host of the show you will be on. When you have read and understood these guidelines, sign this form and return it to the host.

- Do not use any obscene, indecent, or profane language, sexual innuendo, or descriptions of sexual or excretory organs or activities that would be offensive to most members of our community.
- Do not tell or encourage our listeners to purchase any product or service, patronize any business, or attend any for-profit event.
- Do not announce prices for any event, product, or service; you may not tell our listeners that admission to a for-profit event is free or there is no charge because the FCC considers that to be a price announcement. You may say that admission to a not-for-profit event is free or at no charge.
- You may describe your religious beliefs if they are relevant to the interview, but do not proselytize or evangelize; that is, do not encourage our listeners to adopt your religious beliefs, do not promote your religion over any other religion, and do not denigrate the beliefs of others.

- Do not attack the personal honesty, character, integrity, or other personal qualities of any private citizen or say anything disrespectful about any ethnic or racial group, gender, or sexual orientation.
- At the beginning or end of a short interview or, every 15-20 minutes during a longer interview, you may announce your contact information (phone number, web address, etc.) and any venue at which you will be performing or your work will be on display.
- Only beverages in spill-proof containers are allowed in the on-air studio, and these must be kept well away from the equipment; no food is allowed.

If you violate any of these broadcast rules, the host of the show will use the 7-second delay button to prevent your words from being broadcast and has the authority to end the interview immediately.

I have read and understand the above guidelines and agree to abide by them while on the air. I understand the show I will be on will be recorded and may be made available through KKKFI's website as a podcast and/or rebroadcast.

Print Name

Signature

Date

Show Title

Street, City, State, Zip Code

Phone

Email Address

HELPFUL HINTS

The most important rule of all is to relax and have fun!

Please come prepared to share your expertise with our audience. Before the show, discuss with your host what the show will cover and have in mind what you wish to discuss. If necessary, write down dates, phone numbers, facts and figures, etc., for reference, but don't bring things to read that are more than a sentence or two unless you are giving a dramatic presentation.

Talk at a normal, conversational pace. Be flexible. Let your host guide the conversation, but don't hesitate to interject relevant information when you think it's important. However, please don't interrupt or comment on announcements, whether recorded or read aloud by the host. Be certain only one person is talking at any given time.

Don't assume all members of the listening audience are familiar with your topic. Many will be listening because they want to learn. Explain your topic simply and then get more advanced, if you have time. If you use an acronym, explain what it stands for the first time you use it.

Please remember, our listeners cannot see your facial expressions, body language, or hand gestures. Express your meaning clearly through your words.

When lit, the red "on-air" sign (on the studio wall by the door) indicates there is at least one "live" microphone in the studio. Never whisper a private message when that sign is lit because it could be picked up by a "live" microphone and broadcast. If you must communicate something while on the air, please write a note or use hand signals.

Lively discussion and controversy can keep an audience tuned in, but please don't say anything on the air that is disparaging of our station or our staff.

When you enter the studio, put on one of the available headsets and adjust the volume to a comfortable level. If you need help, ask the host.

When seated comfortably, adjust your microphone to a comfortable height about three to six inches from your mouth. Avoid adjusting the microphone while on the air.

Speak directly into the microphone. Listen to the sound of your voice in the headset during the interview to determine whether you need to move closer or farther away from the microphone.

Don't squeak your chair, rattle paper or jewelry, or make other distracting background noise. Please don't pound, tap, or rap on the desktop. Sound effects that relate to your program are OK.

At the conclusion of the program, please leave the studio quickly so the next programmer can come in and set up in the few minutes we have between programs.

THANK YOU for reviewing these rules and contributing your time and expertise to KKFI Kansas City Community Radio. We appreciate your efforts as we work together to serve our listeners with high quality locally-produced programs.