PRODUCING A SHOW FOR SPROUTS

Sprouts is distributed via AudioPort.

Please **read this document** and remember to **make a written release** using the model on page 3. Email it to Stephanie Schubert at stephanie@pacifica.org.

Pacifica staff is here to help. Contact stephanie@pacifica.org or at 515-509-7159.

Our glue is the spirit of collaboration and cooperation. Please adhere to the conventions and procedures given below to hold us together!

SCRIPT FOR EDITING YOUR SHOW

The hard upload deadline is on Wednesdays at 2:00PM EST. Please upload your show on the Monday before the Wednesday your show is scheduled for. To upload, log into AudioPort with : Email: **sprouts@pacifica.org** Password: **sprouts**

When exporting your show: Show must be exactly 29 minutes to the second (to accommodate automation systems) Encode final result as a mono 44.1 kHz 128 kbps .mp3 file. Naming it: SPROUTS.Topic.date

Content: We encourage you to include segments from producers from other stations. It's not required. If you include segments from other producers in your show: Find out the length of their segment(s). Be sure to introduce their segments and credit them. Credit them at the outro of the show as well, at the end of the show. Send them the "encode final result" info (given above).

Intro & outro. Listen to a sample Sprouts to hear how the intro and outro sound:
http://audioport.org/index.php?op=series&series=Sprouts

Sprouts theme music: Use with intro, midtro, outro. We have created a separate series in Audioport for the theme music entitled "Sprouts Theme Music" Please use the "Torpedoes on Tuesday" episode. The url for music is: **http://audioport.org/index.php?op=program-info&program_id=134353&nav=&**

OPENING: (Theme music with fade-out) "Welcome to Sprouts, Radio from the Grassroots, a weekly program that showcases radio production by independent community media. We bring local stories to a global audience, produced at a different location every week." (POSSIBLE CLIP AS A TEASER HERE) " I'm XX of [station or production group] in [location]. Today on Sprouts, we hear about...topic, billboards, etc."

MIDTRO: (between segments at or close to 15 minutes): "You're listening to Sprouts, radio from the grassroots, a weekly program bringing you local radio productions of global interest. [Here you should re-identify yourself, your location, and your topic for new listener]" Sprouts music or other music optional.

CLOSING: "That's it for Sprouts. You have been listening to (SHOW DESCRIPTION). Our contributors this week were (segment contributors & location). Production assistance came from (name, production entity). Music you heard included...(songs,artists) The Sprouts theme music is "Torpedoes on Tuesday" by Poison Control Center. Sprouts is a weekly program produced in collaboration with community radio stations and independent producers across the globe. The program is coordinated and distributed by Pacifica Radio. If you or someone at your station has a radio production that you wish to showcase globally on Sprouts, contact our air traffic controller, Ursula Ruedenberg, at u-r-s-u-l-a at pacifica.org. that's u-r-s-u-l-a at pacifica.org." I'm [name] in [location]. Thank you for listening and see you next week on Sprouts. (Theme music fades up under closing)

--- Please check the sound levels throughout your program before uploading!

--- Please make sure that your show file is a mono sound file!

--- Please make sure to make a written release using our model (below)!

--- Please make sure your METADATA is correct by following guideline below

--- Please make sure the show is exactly 29 minutes (for stations'automation systems)

We are your safety net. For help, contact Ursula Ruedenberg 718-857-2394 or Ursula@pacifica.org.

UPLOADING YOUR SHOW

Name your show file in your computer:

Example: Voices of Resistance (Don't precede the title with the word "Sprouts," – the website adds that automatically when you upload the show).

Editing Metadata: Informative metadata allows stations who use auto-play to help DJ's and engineers correctly identify what's up next. Please use the following guide when filling out the metadata box that appears before exporting from Audacity:
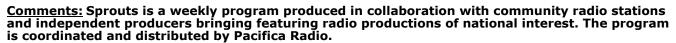
Artist Name: Your Station/Group Name

Track Title: Title of Your Episode

Album Title: Pacifica Radio Network – Sprouts

Track Number: YYYYMMDD

Year: YYYY

Genre: Public Affairs

Comments: Sprouts is a weekly program produced in collaboration with community radio stations and independent producers bringing featuring radio productions of national interest. The program is coordinated and distributed by Pacifica Radio.

Upload the file at: http://audioport.org

If you want guidance, please check another sprouts show download page for an upload format to follow or feel free to call Ursula Ruedenberg at 510-812-7989. Ursula will be happy to help you upload by being on the phone with you.

Log in Email: sprouts@pacifica.org **Password:** sprouts

Go to "**ADD PROGRAM**" link

Program Title (first question asked during upload): enter the name of your specific Sprouts show, *not the generic Sprouts name*. **Series** (second question asked during upload): select "Sprouts" in the drop-down. **Program Type** (third question asked during upload): select "Weekly" from the drop-down.

In the **Summary** box give a *concise and descriptive* summary promoting of the show. In the "**Program Notes**" box you can add as much information as you like and please put this branding paragraph at the bottom: **Sprouts is a weekly collaborative program showcasing local stories produced by community radio stations and grassroots media groups around the world. The program is coordinated and distributed by Pacifica Radio and offered free to all radio stations. For information, or to feature your work on Sprouts, contact Ursula Ruedenberg: ursula@pacifica.org.**

When asked at the bottom for the **upload date,** *be sure to give the date of the day the show is to be released by our office*. All Sprouts shows are scheduled, one per week, and will be released on an assigned Wednesday. So if you have not scheduled your show, call Ursula at 510-812-7989 or ursula@pacifica.org.

On the next page, you will upload your show to the web site by browsing your computer by clicking "*Choose Show.*"

In the box called "Label," type : *SPROUTS.(name of show).* Upload by clicking "*Next page.*"

Deadline for uploading show: Monday noon EST. Your show will be automatically hidden in the Sprouts workroom and will not appear on the public cue in Audioport. Our office releases the show on Wednesday. If you miss the upload time, please write or call Ursula and tell us what's going on. We will work with you.

CREATING A RELEASE

Make a Release by 2PM EST Wednesday: Send release to: Ursula@pacifica.org (Ursula sends it to stations). In addition, feel free to send your release to anyone you want.

Below is a template to use for your release, and a Sample Release for reference. Stations are accustomed to looking for these releases and the information they include.

This Week on Sprouts: TITLE PRODUCER, HOST STATION, STATION LOCATION

Left KU Channel Thursday, DATE, 3PM EST Total time 29:00 minutes Download as broadcast quality .mp3 after Wednesday at 3PM EST:

 http://www.audioport.org Go to Weekly programs and click on: NAME GIVEN TO FILE, Or search Sprouts

This week's Sprouts edition is produced at STATION in LOCATION by PRODUCER, Music by: IDENTIFY MUSIC IF YOU INCLUDE OTHER MUSIC BESIDES SPROUTS THEME

DESCRIPTION OF SHOW. INCLUDE TOPIC(S), NAMES OF WHO IS FEATURED IN INTERVIEWS, NAMES OF OTHER CONTRIBUTING PRODUCERS.

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Thank you for contributing to Sprouts. Let us know when you would like to contribute again! If you know of someone who could make a valuable contribution to Sprouts, tell them to contact Ursula at ursula@pacifica.org.

There is **a national programming announcement list-serve** for Pacifica affiliates. If you wish to be added to the list, contact Ursula: ursula@pacifica.org

SAMPLE RELEASE

Send release to Ursula@pacifica.org

This week's Sprouts: Connecting the Rainforest: Topher White

Produced by: Sea Change Radio, MA.

Executive Producer: Alex Wise

Left KU Channel Thursday, March 14, 2018 3PM EST TRT: 29:00

Download as broadcast quality at http://www.audioport.org. Go to *Weekly Shows* or *Public Shows* and choose sound file: "Topher White: Connecting the Rainforest"

This week's stories:

Alex Wise from Sea Change Radio interviews Topher White from the Rainforest Connection about how they up-cycle defunct phones with solar charging technology and then place them strategically in rainforests all over the world to monitor human activity like poaching and deforestation.

Sea Change Radio is a weekly radio show whose mission is to advance the shift toward environmental sustainability. It evolved from Corporate Watchdog Radio in 2009. For information, go to: cchangeradio.org

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