

**Producer name:**

**Producer contact:**

**Show name:**

**Date:**

**Thank you for considering syndicating your work through Pacifica's Audioport.**

Please fill this out as a first step to prepare your show for syndication. This questionnaire is not to discourage you but to confirm that Audioport.org is the right platform for you and to help you prepare.

Please download this document, fill it out.

If you are at a network station, return it to your station management and to Ursula@pacificafica.org .  
If you are an independent producer, return to ursula@pacificafica.org.

**A resource page with best practices and promotion tips: <https://pacificanetwork.org/syndicating-show-audioport>**

**Review of FCC and IRS regulations: <https://pacificanetwork.org/fcc-irs-regulations-for-noncommercial-programmers/>**

What is the mission of your show? Is the topic and presentation fitting for a global audience?

I will be able to produce my show regularly and dependably for distribution.

I have three extra "evergreen" shows available to use if I cannot produce a regular show.

My show fits into either an hour/half hour standard clock. If not, explain, below:

My show's length:

My show is of consistent length every time (to the second).

My show has good sound quality. Volumes have been adjusted; sound glitches are removed.

My show has a bit rate no lower than 128 and sample rate of 44100.

Local references have been removed from my show. i.e.:

- *Forward promotion or mentions of other local shows, (if you are at a radio station)*
- *Promotion of local events or aspects of your station (if you are at a radio station)*
- *Day or time references (such as "good morning"...:"today is Friday"... etc.*
- *Local underwriters*
- *Local fundraising*
- *Local station ID. (You may say: "Coming from the studios of WXXX.." but not "You are listening to WXXX"*

I understand that I will receive no payment for content in Audioport.org and that there is no cost for distributing in Audioport

My show does not include advertising or local underwriting.

My show has underwriting or a (national) sponsor. It is:

My show does not include local station identifications ("from the studios of XXXX" is ok).

I understand and comply with legal restrictions of the FCC and IRS re: "Forbidden words," or graphic (sexual) imagery, payola or plugola, political endorsements, political or commercial calls to action. I will comply.

My show is devoid of financial pitching for your station.

Audioport.org relies on producers self-uploading their content. This the person who will be uploading my show (please provide contact information), and email address they will use as their login to Audioport (this email will also be the address where a link will be sent if there is a forgotten password or if another producer in the network wishes to contact you). **Email:**

My show does not espouse violence, prejudice, or blatant misinformation. I understand this is Audioport policy.

I include meta data in the audio file to correctly identify the name and topic of the show.

If I include local artists (such as music or lectures), I have written permission to use their work.

I understand all regulations and agree to comply in my productions in Audioport.org.

I will respect the intellectual property rights of others, and will not infringe on copyrights.

My content does not include defamatory statements about individuals or groups that would leave me, my station, and Pacifica liable to legal action.

**My Name**

**Date**

Thank you for answering these questions! We will contact you shortly to assist.