**WPNR 90.7 FM**

Production Request Form

\*\*\*This form is to be used when requesting the creation of a production element with the intent that said element will be used and played over UC Radio airwaves. These elements include announcer/DJ promos, event promos, public service announcements, show intros, and beds, legal station identification, imaging identification, sweepers, contests, giveaways, and promotional sponsorships and/or underwriting. For this form to work efficiently, you must provide a sufficient amount of information about the element. Please fill this form out in its entirety and submit it to the Programming Director.\*\*\*

Your Full Name:

Phone Number (preferred):

E-Mail (preferred):

Name/Time of show (if applicable):

Event Name/Time (if applicable):

Date Submitted: Club/Organization:

Need on-air by: Event Date/off Air:

Element type (circle one): Promo ID Intro PSA Contest Underwriting

Voices to be used (preferred): Your own Staff Programmer Choice

Description (please include as much info as possible – or a full script):

Key words or phrases to be emphasized:

**Official Use Only**

Staff assigned to help by Programmer (if applicable):

Date Completed: