

From: Nicole Sawaya [nsawaya@muse.sfusd.edu]
Sent: Wednesday, October 06, 2004 9:12 PM
To: roselev@earthlink.net; 'Chuck Finney'; equipo8@pacbell.net; matt@yourcallradio.org; alannoel@earthlink.net; 'David Latulippe'
Cc: Repp, Marissa G.; 'Bill Helgeson'
Subject: Issues Programs List -- Important please read
Importance: High

Dear Public Affairs Programmers:

I am writing to you with regard to your quarterly submissions for our Public Information File, most notably the Issues Programs Lists.

We are going to tweak what you deliver for the file. I know this may be onerous in the beginning, but I'm sure we can work out a way that it goes smoothly for the quarters to follow.

The following is what I would like for you to incorporate into a standard template of information for your program:

- Time Broadcast
- Date
- Duration
- Issue (Note: this is the big issue the program addresses ie Education, Environment)
- Topic (Note: this gives detail as to how the issue was addressed ie Charter Schools, Water rights)
- Guests/Host

You do not have to go into extreme detail – just stick to the above items.

For the Issue section we'll follow the lead of NPR. Examples: Art, Aging, HIV/AIDS, Agriculture, Business, Children, Economy, Education, Military, Labor, Housing, Health, Medicine, Religion, Government...you get the picture.

For the weekly programs: UpFront, Your Legal Rights, City Visions, News, AIDS Update, Out In the Bay, this shouldn't be too much of a change.

Holly: please note for UpFront – since it's a magazine type program, you need only cite a segment if that's the only Issue tackled in the program.

Matt: for Your Call, I realize this is a bit more onerous given that we're a daily show and it's all Issues all the time.

How to route: Please forward to me in either hard copy or email (I'll print out) your listings. Please wait until the end of the quarter to forward them to me. I'll give you the heads up when they're due. If I'm not here, please slip them under my door.

FOR THIS QUARTER: They are due October 10th. However, the 10th is Sunday and Monday is a legal holiday, so I'll need them no later than COB Tuesday, October 12th.

Thanks so much. Please, any questions – call me! I'm out this Friday, but in all day tomorrow, and you can try my cell phone on Friday morning – 415.517.4976

Nicole

Folder: KALW

Project No	04-01	DOB: 00	44
Prepared by	SFUSD		
Disposition	Identified	5/16/05	
	Reviewed	5/16/05	
	Reported		
Reporter	Bill Stadaik		
Date	5/16/05		