



CAPS Radio-KPPQ-LP Ventura-104.1FM

STATION INFORMATION AND GUIDE

HISTORY OF LPFM RADIO AND KPPQ-LP

Low Power FM radio stations (LPFM) are non-commercial radio stations that are licensed to non-profit organizations. These are government, micro, cause-based, faith based, secular educational and community based. These stations operate from 10 watts to 2500; low power compared to commercial stations who broadcast at 10,000 to 50,000 watts. The Federal Communications Commission (FCC) identifies stations by their broadcast wattage and antenna height. KPPQ-LP broadcasts at 100 watts and uses a 35 foot tower. The frequency is 104.1fm. The 100 watt stations like KPPQ have a broadcast radius of approximately 3 and a half miles though it varies depending on the terrain and tower height. KPPQ reaches over 100,000 people based on estimated radius and

LPFM stations were created to prohibit pirate radio stations from taking over available frequencies when the FCC stopped granting those licenses in 1978. Community activists protested and ultimately the FCC responded by creating a Low-Power FM license in 2000. This happened again in 2013. Currently there are about 2000 LPFM stations broadcasting throughout the country. With the make-up of the FCC at present, it will be a least a decade before the next window opens.

Despite challenges from broadcasting associations like NAB and public radio organizations, lobbying for community access is working. The nature of these stations is non-commercial, **meaning that they cannot be used for any commercial, promotional or money-making purposes.** The FCC keeps an eye on every station with significant fines possible.

KPPQ-LP VENTURA BACKGROUND AND CONTACTS

KPPQ-LP Ventura broadcasts on 104.1 fm with a 3.5 mile radius, streams online at capsmedia.org/radio and streams on the MYTUNER app.

CAPS Media Center is a public access center serving the city of Ventura. Community Access Partners of San Buenaventura (CAPS) is a 501 (c)(3) non-profit membership organization that manages 2 public access channels; one for city, government and education entities and one for the public.



KPPQ-LP Ventura went on the air at 104.1 FM in February of 2017. CAPS is the official licensee and KPPQ exists as a part of CAPS. CAPS operates KPPQ and programs the station according to its mission and bylaws. KPPQ policies and its management are coordinated through the KPPQ Radio Committee, a committee of the CAPS board.

CAPS Radio – KPPQ is maintained by two staff and volunteers.

Main Contact: Elizabeth Rodeno - Email: radio@capsmedia.org - Tel: 805-658-0500

MEMBERSHIP

All program producers are required to become members of KPPQ-LP CAPS Radio for \$50 per year, this includes training, one on one mentoring and use of the studio and its equipment. CAPS Radio members will complete a programming application, available on the capsmedia.org website under the radio tab. Anyone broadcasting material or volunteering with KPPQ is considered a programmer.

PROGRAMMING

KPPQ broadcasts 24 hours a day with 7 days a week with as much local content as possible. The station is preprogrammed to best fulfill the FCC requirements.

Programming consists of: Locally created radio shows, Syndicated programs, such as Pacifica Foundation, and rebroadcast of CAPS channel 6 & 15 programming.

Topics include: Arts & Culture, Business & Finance, Children's Commentary, Comedy, Community Service, Environmental, Health & Wellness, History, Music, News & Public Affairs, Radio Drama, Science & Technology, Senior Society, Spiritual, Spoken Word, Sports and Youth.

Each producer shall deliver **1 show or more per week** to broadcast. Ideally shows should be of **1 hour** in duration but is negotiable. Other lengths of shows are welcome. Multiple shows may be may be produced in advance.



All programmers shall:

Attend a CAPS Radio Orientation.

Read and understand this document and the CAPS FCC AND LEGAL manual.

Fill out a program proposal with ideas, topics, themes or playlists

Sign membership agreement and adhere to its requirements.

Undergo additional trainings when offered, and may attend any class again; each class offers more information, tools and practice.

To reserve a time to record in the studio, contact Evan or Elizabeth. You are given approximately a two hour block to produce your 1 hour show. Please contact Elizabeth to cancel as soon as possible. We will be available to support you before, during or after your show to get you up to speed.

At present, shows will run one episode each week, approximately 3 times a week. Shows may also air for a total of 2 weeks to give producers extra time to record shows. Provided shows are evergreen and/or do not contain licensed music, they may be run again. After 2 weeks, the station manager reserves the right to replace the show with another episode or program.

Your show offers the opportunity to share your voice, spread your interests and knowledge to the community. There is room for many subjects to air on KPPQ. If there is a question about a topic or issue, please contact station personnel before recording. The radio station is for the benefit of the community and should reflect it. Most importantly, the process and product should be enjoyable to you and your listeners. Creativity is required!





PROMOTION OF YOUR SHOW

You may promote your radio show **on your social media accounts**. As we are a non-profit radio station, the station and **your show can not be operated as part of your business, nor can you receive any benefit, financial or otherwise** directly or indirectly from your show. If it becomes apparent that you are using your show for promotion or if there is any indication of receiving remuneration because of the radio show, we will meet to discuss your program. These are FCC regulated and legally indicated rules. Fines are significant to the station and to the programmer.

Any information or communication about your radio show needs to be directed to CAPS Radio at the station. If you want to have your viewers contact you regarding your show, submit event information or music, please send them to **radio@capsmedia.org** and have them indicate your show name and/or title in specific. CAPS Radio will forward these to you. Anything you receive to support, air or promote is to reside here at CAPS.

Public service announcements are to be approved by the manager and able to be presented by any programmer. Please indicate to those interested in getting the word out about their organization or event to send it to radio@capsmedia.org or contact the appropriate non-profits website. Programmers are welcome to record PSAs and provide them to the station manager to program on the station to broadcast 24/7.

All promotional music or recordings is required to be submitted to the station manager. Hard copies of music received for your shows are required to remain at the station. This allows other DJs to be able to use these resources and increase visibility of the artists. This also helps us build a library of music and performances for the station.

Any tickets, or promotional material received is to be sent directly to CAPS Radio. It may then be distributed on any show as giveaways.





IMPORTANT FCC LAWS AND STATION POLICY

See FCC and Legal Guide booklet for more specific information.

Please Note: Some material in the attached manual is enforceable by the federal government via the FCC. **If those laws are broken, the station can be fined several thousands to tens of thousands of dollars, or even have its license revoked.** This manual is an outline of basic information on FCC laws and regulations followed by CAPS Radio – KPPQ programmers. It is by no means comprehensive.

Station ID: A legal station ID (**KPPQ-LP Ventura**) must be announced at the top of the hour and at the close of your show. This is the responsibility of each producer recording and airing a show. You can use it throughout the show as you wish.

Under the influence: You must never broadcast while under the influence of alcohol or any other intoxicant as per FCC regulations. CAPS Media rules prohibit possession of alcohol or drugs anywhere on the premises.

Rebroadcasted Material: A programmer cannot rebroadcast material originally broadcast on a commercial radio station, per LPFM rules. Other LPFMs and podcast are eligible with some restrictions.

KPPQ POLICIES AND PROCEDURES

Views and Opinions: Programmer must make it clear that the opinions and views of the programmer and their programs do not represent the views and opinions of CAPS Media or CAPS Radio or KPPQ-LP Ventura.

Guest policy: Each member who has completed training may have up **to 4 guests** in the studio and on air providing they sign the personal release form. This form covers the use of their voice, image and likeness.

Equipment: The equipment in the KPPQ studio is purpose built. Do not move, unplug, rewire any equipment in the station. The Automation computer is for staff use only. Please report any damage to equipment or facilities as soon as possible. There are connections and outlets available for your various players. There is also portable equipment available for check out.

Food & Drink: A **sealable Water Bottle is allowed in the studio** and is to be placed in the appropriate designated location. It is not to be placed anywhere near the equipment. Other food and drinks will need to be kept outside of the studio.



Right to Preempt: CAPS Media and CAPS Radio management has the right to preempt your regularly scheduled programming to air special programming that helps fulfill CAPS Radio's mission.

Music Playlists: It is your job to complete your playlists with all of the required information. Staff will follow up to confirm their completion. Refer to your Spintron training and documents.

Recording of Shows: ZOOM Recorder or RODE **must** be used in the studio. We can offer suggestions for recording outside of the studio. However, the deliverable must a WAV 16 bit file at 44.1 kHz with appropriate audio levels (between -21 & -6DB.)

The use of recorded programs must follow strict guidelines. Abuse is grounds for expulsion. See Station personnel.

Conduct Violations: CAPS and KPPQ reserves the right to refuse access and facility use to anyone suspected of being under the influence of alcohol or drug, or who otherwise appears to not be legally responsible for their own actions. Any drugs or alcohol brought into the CAPS facility will result in immediate suspension. These actions may result in contacting local law enforcement.

Other following actions may result in IMMEDIATE SUSPENSION: Rude or abusive behavior, loss or damage of equipment until compensation has been made. Use of equipment for commercial or private production, attempting equipment repair, violating FCC mandated rules.

Members may appeal decisions or rulings by submitting a written appeal within 15 days. The Executive Director will investigate and seek to remedy the situation. If a resolution has not been achieved the issue will go before the board at the next board meeting.

Shut down/Start Up/Power failure – Do not touch any button flashing or not. Staff will handle that as needed. If there is a power failure do not touch any equipment.

There will be revisions and updates to procedures, guidelines and regulations. If you have questions or want to help, email me at radio@capsmedia.org. They will be available at orientations or in the studio.

