



## **KOYT 97.1 LPFM *Koyote Radio* Public Service Announcements (PSAs)**



Public Service Announcements (PSAs) for state recognized *non-profits* are always welcomed by KOYT! While we cannot fund-raise (ask for money) for your non-profit, we would love to share with the community about your events and organizations! We can announce all sorts of information such as location, activities, ticket prices and more! PSAs heard over the airwaves and streamed on the internet may bring more attention for your event or organization! We want the community and listeners worldwide to know about the goals, activities and services you may be providing! We will spread your announcements during the schedule at different listening hours. The PSAs may play during morning, afternoon, evening and late night throughout the time period you have requested to get your announcement exposure to different groups of listeners.

### **To get a PSA announcement “On Air”**

1. You will need to supply/attach your IRS nonprofit determination letter for verification. Once we have it on file, you will not need to provide it for future announcement requests from your non-profit.
2. You will need to submit your PSA announcement request with necessary information at least **two weeks** prior the time period you would like it to be broadcast to allow time for production. *\*KOYT may still accept late submissions, but it is at the discretion of Programming to decide whether we have the time to produce and broadcast them.*
3. Submit this form with the information you would like covered in your PSA; for example time, date, type of event, location etc. Feel free to attach or submit your flyers and PSA scripts with this form! KOYT Programming will review your script and timing requests, but KOYT Programming will have the final decision on what wording and length of announcement will be used on the air. Programming also will ultimately decide what times it will be broadcast in the Programming Schedule. While we do encourage organizations to use their own member voices to make such PSA announcements, it is not necessary. KOYT Programming can create them for you.
4. Any additions or changes after PSA has been submitted, produced, and/or aired need to be submitted ASAP, and at the very least **72 hours before** the new PSA will need to be “aired”. If an event is canceled or a change in the details of the announcement is necessary, KOYT Programming will need time to produce a new announcement. *\*Such corrections or changes will be at the discretion and availability of KOYT Programming.*

- ◆ **Name of Organization:**
- ◆ **Date of PSA Submission:**
- ◆ **Non-Profit Identification #:**
- ◆ **Time period requested for PSA to be “aired”:**  
*\*(ex. Mar 1<sup>st</sup> 2016 through Mar 10<sup>th</sup> 2016)*
- ◆ **Name and/or Event Type:**

- ◆ **Date(s) & Time(s) of Event:**
- ◆ **Location:**
- ◆ **Activities/Explanation of Event:**

◆ **Contact Information to be “aired” for Listeners to reach your non-profit:**

◆ **Anything else you would like to mention in this PSA announcement?:**

◆ **Position or involvement in the non-profit Club or Organization represented in the PSA request:**

◆ **PRINTED Name of person submitting request:**

**Date:** \_\_\_\_\_ **Signature:**

◆ **Phone Number where you can be reached:**

Feel free to attach your pre-written announcement for consideration, and/ or flyer for your event! Thank you! A Programming volunteer will contact you with the details when we have produced and scheduled your PSA. If you have any questions, suggestions or further requests, please email KOYT Programming:  
[programming@koyt971.org](mailto:programming@koyt971.org)