



"UNSHACKLED!"

Pacific Garden Mission
1458 S. Canal Street
Chicago, IL 60607

Station Information Report

Phone: (312) 281-1264 FAX: (312) 492-9414 or 9415
E-mail: unshackled@pgm.org
Web Sites: www.unshackled.org; www.pgm.org

Station Type: PRIMARY TRANSLATOR SATELATOR
of Station: _____ of Station: _____

Station Information: Please type or print all information clearly.

Call Letters: _____ **Frequency:** _____ **Band:** _____ ***Power:** _____ watts

* If station transmitter power is less than 100 Watts, please complete contact information and return this form to us. We will contact you regarding further application processing.

City Of License: _____ **State:** _____ **Country:** _____

Web Site Address: _____ **Would you like to link to our site?** YES

Contact Person: _____ **Title:** _____

Mailing Address: _____ **e-mail:** _____

City, ST Zip: _____ **Phone:** _____

Send Program to: _____ **FAX:** _____

City, ST Zip: _____

Airing Schedule: Circle all that apply.

	Day(s)							Time(s)	a.m./p.m.
Weekly:	Sun	M	T	W	Th	F	Sat		
Daily:	Sun	M	T	W	Th	F	Sat		

Language: English Spanish Arabic Romanian Russian Polish Korean Japanese

Media Requested: Cassette CD Satellite (*English & Spanish*) MP3 (*English, Spanish, Arabic*)

Written Promos Desired? YES NO (*Only for stations receiving Cassettes or CDs*)

Tape/CD Library needed? YES (*For stations who are airing the program more than weekly*)

Air Time Paid By Local Sponsor? YES NO **Sponsor Name/Address:** _____

www **PRIMARY STATIONS ONLY** www

Associated Outlets: Translators, Sateiators, and Subscription Outlets. Attach extra pages if needed.

Type*	Call Letters	Freq	Band	City, ST	Day(s)	Time(s)

*Use "T" for Translator, "S" for Sateiator, and "SO" for Subscription Outlet.

Please read and sign "Guidelines for Broadcast" on reverse side.

Guidelines For Broadcast Of "UNSHACKLED!"

To The Broadcaster:

If you are in agreement with these guidelines and desire to broadcast "UNSHACKLED!", complete the "Station Information Report" on the opposite side of this sheet, sign this agreement, keep a photo copy for your records, and return the original to: "UNSHACKLED!", Pacific Garden Mission, 1458 S. Canal Street, Chicago, IL 60607.

Airing Schedules/Written Promos

An airing schedule is included with each shipment of programs. **It is important that you follow this schedule!** If desired, written promotional copy for the programs will be provided in each shipment.

Promotional Announcements

Produced generic promos are included on each program tape or CD. These are for use during the week prior to the scheduled airing date. They are 25 seconds in length, allowing time for your station tag.

Custom Station Promotional Announcements

As a service to our broadcast partners, we provide, upon request, recorded custom promo announcements for Sharathons and other special events. Please make your request in writing, providing complete information, at least 60 days prior to the date needed.

Replication

Replication of "UNSHACKLED!" programs must be limited to one copy of each program per station library. All station libraries must only be accessible to the station(s) pre-approved to broadcast the program. If you desire to release the program to another affiliate, please contact us.

Cost

The cost of producing and distributing "UNSHACKLED!" is provided by the gifts of God's people to Pacific Garden Mission, a homeless shelter founded in 1877. Although a radio drama program is one of the most costly types of programs to produce, PGM never asks for money on "UNSHACKLED!" Because of our limited resources as a homeless shelter, Pacific Garden Mission does not purchase airtime on domestic radio stations.

Copyright

Each "UNSHACKLED!" program is copyrighted. An approved station may not duplicate the program for any other station or affiliate without written permission of the president of Pacific Garden Mission. Stations airing "UNSHACKLED!" without permission are violating copyright laws. No portion of an "UNSHACKLED!" program may be used for any purpose other than as originally intended in its original completed form. "UNSHACKLED!" tapes and CD's may not be sold, offered as "prizes," or, in any other way, be assigned a monetary value.

Editing

Because "UNSHACKLED!" is the copyrighted property of Pacific Garden Mission, it **may NOT be edited or altered** in any way without written permission of the PGM president. This includes all story content, music, sound effects, and informational announcements. The only exception is the final 60-second music tag, which may be covered for sponsorship or station promotional purposes.

Sponsorship

Airing stations may find a sponsor for "UNSHACKLED!" A total of 60 seconds is available for the sponsor's message at the end of each program. The program is timed to 30:00, including a 60-second music tag, which may be covered with the sponsor's message. PGM will have no involvement in finding or endorsing a sponsor.

On-Air Interviews

The President of Pacific Garden Mission, as well as the "UNSHACKLED!" Program Manager and Program Coordinator are available for pre-arranged telephone interviews.

Program Distribution

Cassettes and Compact Discs may be retained to build a station Cassette/CD library. The exception is any cassette/CD marked "DATED," which should be destroyed after the airing date. An undated cassette/CD is provided to replace each dated one.

Station Libraries

If a station is broadcasting "UNSHACKLED!" more than once a week, we ask that you establish a cassette or CD library of "UNSHACKLED!" programs by retaining the programs after the airing date. These programs may then be rebroadcast at a later date according to your own schedule. For stations without an established library wishing to broadcast "UNSHACKLED!" more often than weekly, PGM will provide a cassette tape or CD library upon request, without charge.

Communication

In order to effectively serve our (and your) listeners, we ask that stations respond to our requests for information in a prompt and complete manner.

AGREEMENT

I agree to abide by the above guidelines for use of the "UNSHACKLED!" radio program, as specified by Pacific Garden Mission.

Authorized Signature: _____

Date: _____

Typed/Printed Name: _____

Title: _____