

GUEST POLICY

THE SUNFLOWER COMMUNITY RADIO ASSOCIATION CROSS COUNTIES RADIO

Due to Ofcom rules, the Broadcasting Act, Insurance for Public Liability on site of the Studio, Lease of the Studio room within the premises of Magna Park Estates and the possibility of Slander and Libel, this Policy applies to all guests invited to partake in a live broadcast on Cross Counties Radio – 92 and 95.4FM, from the studios at the Estates Office, Harrier Parkway, LE17 4XT.

The studio operates a 24 hour video and audio recording system. Recordings are maintained for legal, safety, and security purposes, including the prevention and investigation of incidents such as libel, slander, or intentional damage.

INFORMATION REQUIRED AHEAD OF THE INTERVIEW

Please provide the Cross Counties Radio Presenter conducting your interview with your full name, car registration and telephone number ahead of the agreed interview. Please note that guests are not permitted to bring their own guest(s) even if they are relying on a lift.

GUESTS ON SITE

Guests must sign the visitors book upon arrival, with their full details and aim to arrive no more than 15 minutes before the allotted interview time. Once signed in guests are asked to wait in the foyer until the presenter invites them into the studio. Guests are asked to refrain from knocking on the studio door if the Red Light is on.

Guests may use the W/C facilities, however any other areas of the offices of the Magna Park Management Suite are out of bounds.

Once the interview is concluded, guests are not permitted to hang around the studio or the Management Building. They must ensure they sign themselves out in the visitors book and leave the premises immediately.

RELEVANT CONTENT THAT RELATES TO THE RADIO STATION'S LICENCE AREA

Guests are carefully selected to bring to the station content that is relevant or of legitimate interest to listeners within the station's licensed area. No guest should be under the age of 18 years – the radio service is aimed at an adult audience.

CONVERSATION REGARDING CERTAIN TOPICS

Both the presenter and the guest must not encroach into or converse about topics including but not limited to – Alcohol, Sex, Smoking, Vaping, Political Issues, Religious Issues as part of the Broadcasting Acts rules to protect minors and the possibility of direct or indirect promotion of the aforementioned.

Councilors are permitted to talk about issues their residents raise in their wards such as potholes, environmental health issues, parking, green spaces, road closures, events etc.

DURATION OF SPEECH

Ahead of the first Interview segment, the presenter will explain the format of the show and what to expect and during the music, in turn discuss the next questions to help prepare the guest. Guest interviews will be no longer than 4 minutes in duration with at least two songs played before a next on-air segment. Guests will not be on-air for any longer duration than 20 minutes (4 segments at most).

DURING THE INTERVIEW

Guests must not swear in the studio whether the microphone is live or not and must remain neutral and impartial throughout. If any inappropriate language is used guests will be taken off air and escorted out of the building.

Guests are not permitted to bring food and drink into the radio studio (a bottle of water is acceptable but should be kept secure and away from any electrical equipment, ideally on the floor).

POSITION OF GUEST AND MICROPHONE

To ensure the guest is the correct distance from the guest microphone, the guest will be asked to hold their closed right hand vertically in front of their nose, with their thumb just touching their lips. The edge of the hand below the little finger should just touch the windshield (sponge) of the microphone. This will indicate to the guest the optimum distance their mouth needs to be from the microphone – basically a hand's width away.

ROTATION OF GUESTS

Presenters are not permitted to have the same guest on the air within a 4 week rotation due to Ofcom rules that define the difference between a guest presenter and a legitimate guest that is not connected to the station and is a member of the community.

DIRECTIONS TO THE STUDIO

The Cross Counties Radio Studio is based in the Magna Park Management Suite, The Estate Office, Harrier Parkway Magna Park, Lutterworth Leicester LE17 4XT, positioned between roundabout 6 and 7. Magna Park Estates office – what 3 words ///rock.assume.lollipop. Guests can telephone security on,T:01455 247542 to receive directions.