

New Stations Checklist:

(for grantees, singletons, and stations who have filed settlements)

✓	TASK	CATEGORY
	Select Project Manager	Operations
	Receive Construction Permit from FCC (may come later – proceed with all activities, through grant applications) <ul style="list-style-type: none"> • Complete construction of station within 3 years of the date that construction permit is issued 	Physical Plant Legal Compliance
	Apply for station call letters	Legal Compliance
	With the Board, refine the station’s mission	Vision
	Develop a long-range plan and business plan <ul style="list-style-type: none"> • Capital budget • One to two year operating budget 	Governance
	Create/refine your bookkeeping system, maintain it	Operations
	Resolve Organizational Structure <ul style="list-style-type: none"> • Board: elected or self-perpetuating • Update State registration • Apply for 501(c)(3) tax exemption if necessary 	Governance
	CLEARLY define the roles, authorities, and responsibilities of board, committee(s), staff, and volunteers, including grievance procedures	Governance
	Fundraising Plan <ul style="list-style-type: none"> • Major donors (angels) • PTFP facilities grants, including match • Small startup grants (local or national foundations) • Business donations • Listener support • Underwriting • Events • Goal (or not) to reach CPB qualification 	Development/Funding
	Verify tower location and negotiate lease <ul style="list-style-type: none"> • Perform Environmental Analysis if necessary • File FCC application if any changes • Apply for any necessary permits 	Physical Plant
	Compile equipment lists with help of engineer(s) <ul style="list-style-type: none"> • Find & retain local engineer(s) who can at least do routine maintenance 	Physical Plant
	Join membership organizations of fellow stations in the industry <ul style="list-style-type: none"> • National Federation of Community Broadcasters • state broadcast organizations 	Governance Operations
	Determine station staffing <ul style="list-style-type: none"> • Hire initial manager(s) 	Operations
	Recruit volunteers for construction phase	Operations

✓	TASK	CATEGORY
	Purchase appropriate insurance <ul style="list-style-type: none"> • Directors & Officers insurance • Insurance for physical plant • Broadcast insurance 	Operations
	Select and order transmitter, antenna, STL, remote control, etc.	Physical Plant
	Find or build office and studio space <ul style="list-style-type: none"> • Get necessary permits 	Physical Plant
	Select and order studio equipment	Physical Plant
	Install transmitter and studio sites <ul style="list-style-type: none"> • Get necessary permits 	Physical Plant
	With the Board, outline as many policies as you can (staffing/volunteer policy, conflict resolution, program contracts, underwriting, etc.) <ul style="list-style-type: none"> • Compile (or adopt from another station) a “Policy Manual” for staff and volunteers • CLEARLY define penalties for non-compliance with station policies 	Governance
	Build website with fundraising components and streaming capability for pre-broadcast and broadcast	Operations
	Recruit volunteer staff for operations and programming	Operations
	Formulate the program schedule	Program Service
	Sign agreements with programming networks and producers: Pacifica, Native Voice 1, Radio Bilingue, NPR, etc. (request list of free programs offered from Randall Davidson, davidsor@uwosh.edu)	Program Service
	Fundraise for the long term	Development/Funding
	Designate and Post the name of a Chief Operator <ul style="list-style-type: none"> • Have logs ready for broadcast which Chief Operator must sign 	Operations
	Plan the Sign-On date <ul style="list-style-type: none"> • Publicity • Hold a “Barn Raising”? 	Operations
	Notify FCC of commencement of equipment testing	Legal Compliance
	Perform RF Proof of Performance	Physical Plant
	File FCC 302 application for station license <ul style="list-style-type: none"> • Address all conditions specified in construction permit • In license application, notify FCC that station is operating pursuant to automatic Program Test Authority, or request issuance of Program Test Authority based upon a showing that all conditions in the construction permit have been met (Permits that specify a directional antenna will require such conditions.) 	Legal Compliance
	Order station T-shirts	All