

## SUBMISSION INFORMATION AND REQUIREMENTS FOR AIRING YOUR MUSIC ON THE ST. JOSEPH MUSIC FOUNDATION RADIO

*Please read and sign one copy of this sheet and submit it  
along with your recorded music. You must submit a separate sheet for each CD.*

1) The SJMF Radio is required by US federal law to adhere to the Federal Communications Commission (FCC) stipulations. Any deviation from these rules will result in our broadcast license being revoked and we can be hit with heavy fines. If your music contains profanity or subversive lyrics (racial slurs, *etc.*), by law, ***WE CANNOT AIR IT!*** In that event, we suggest that you (like many artists) record a separate studio mix with those words either changed or muted. PLEASE no annoying bleeps! **An explanation of language can be found at:**  
<http://www.fcc.gov/cgb/consumerfacts/obscene.html>

If you submit recordings that breach these FCC regulations ALL your material will be pulled from programming. **WE CAN MAKE NO EXCEPTIONS TO THESE FEDERAL REGULATIONS.** If you have any questions or doubts, contact us.

2) Your submission remains your property as the copyright holder and the SJMF makes no claim whatsoever of ownership of the music.

3) The SJMF Radio will keep one copy of the submitted CD but it will not be copied for any third party. We are required by law to actually own a copy of the CD. Otherwise we would be in violation of copyright laws.

4) We keep ALL music in regular rotation, *but submitting music does not guarantee airplay.* The SJMF Radio has over 2000 hours of music logged into the system. We do, however, broadcast special programs that highlight area bands so, odds are that your music will be played on these and as a result, get more airplay than many major artists that we air, but again, we cannot guarantee airplay.

5) SJMF uses Amazon as the default market for sale of your CDs. Amazon donates a percentage of the sale to SJMF, which helps us keep the lights on. If you are listed with Amazon, we will link your CD to the proper site automatically. If you prefer CD Baby or some other outlet, fill out all necessary information on the form below.

6) The quality of the recording is critical! Remember, when we air your music, your reputation and our reputation are ***BOTH*** on the line. Submit the very best work that you have. There are several good studios in the area and it's better to get a solid production of ONE song than a dozen songs recorded in your basement with dogs and doorbells wailing in the background! ***Remember, we average many tens of thousands of listeners quarterly and ca. 35% of those are outside of the US. The SJMF Radio is a tremendous marketing tool for your music so make SURE what you send us is what you want people to hear!***

7) The SJMF is a member of the performance rights organizations. This means we pay them for the right to air your music. It also means *if* your music is registered with a P.R.O. (Performing Rights Organization) such as ASCAP, BMI or SECAC and we are monitored for a quarter year when your music has been played, the PRO will send you a royalty check for that airing. Please remember, we have no control over when we are monitored and we have no control over your royalty payments. Stay in touch with your PRO for that information! *If your music is not registered with a PRO, we strongly suggest that you join so you get paid for your music!* Joining a PRO is usually free and insures that you receive royalties for both airplay *and* when you play live.

For more information, contact:

<http://www.ASCAP.COM>, <http://www.BMI.COM>, or <http://www.SECAC.COM>

The SJMF cannot help you with either PRO or copyright registration (we simply don't have enough staff to handle those questions), but the SJMF occasionally offers free seminars with lawyers and professional recording artists to discuss the process of registering with the PROs and copyright issues. We do, however, suggest you look into BMI. They are very friendly and helpful – and registration is free for the artist.

8) By signing below, you warrant that you are either a) the copyright holder of the submitted recording, or, b) you have the legal right to submit the recording.

9) PLEASE, PLEASE, PLEASE be sure all information is embedded in the digital copy!! This includes, AT THE MINIMUM, song titles, band name, album name, release year and composer for each song. Failure to do this will result in a delay getting the material on the air and in some cases will result at no airplay at all.

\_\_\_\_\_  
(Name of Recording)

\_\_\_\_\_  
(Name of Artist or Band)

(Use other side or additional pages if needed)

*Please list tracks in order of play:      Composers legal name:      Runtime of track:*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Read and Agreed to:

\_\_\_\_\_  
(Signature of Copyright Holder or Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

**St. Joseph Music Foundation**  
*Contact Information*

Name: \_\_\_\_\_  
*First Middle Last*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Cell Phone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Alternate Contact Information: \_\_\_\_\_

Band, Group or Artist name: \_\_\_\_\_

Preferred outlet for CDs (if different than Amazon):

Other: \_\_\_\_\_

(Please fill in complete link information)

Attach a copy of all lyrics for each song on the CD.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send your CDs, along with a signed copy of this form to:

**St. Joseph Music Foundation**  
2603 Frederick  
St. Joseph, MO 64506

If you have any questions, you can call or email us:

**816-676-1112**

**[webmaster@StJosephMusicFoundation.org](mailto:webmaster@StJosephMusicFoundation.org)**

To listen to the Radio Stream follow this URL and click “Listen Now”:

**[www.StJosephMusicFoundation.org](http://www.StJosephMusicFoundation.org)**