



New Affiliate Information Requirements for utilization of Relevant Radio® programming:

- Date of Service (date you will be taking Relevant Radio programming)
- Official Name of Organization that owns the Affiliate station
- Radio Station call letters and frequency
- Copy of Tax-exempt status as defined within the Internal Revenue code
- Copy of W-9 form for organization
- Contact Name
Contact Address
Contact Phone Number
Contact Email
- Type of Service needed; amount of programming; special wording Service. (this would be handled in the discussion phase)

Information that will be shared by Relevant Radio once a notarized signed agreement is received:

- Program Grid with coordinating program clocks
- Satellite specifications
- XDS or Barix set-up and passwords if part of option (if requested what equipment is needed for this option)
- Quarterly Pledge Drive information
- Quarterly Issue reports for your Public file
- EAS report reminders
- Quarterly payments if Affiliate carries the Relevant Radio Pledge Drives and is a non-profit organization
- Solar Outage Reports
- Music License requirements for Affiliate station
- Station will be listed on the Marketing materials and Website of Relevant Radio