

THECORE94.COM



SERVING YOU ALL THINGS MUSIC & GOSSIP VIA RADIO, SOCIAL MEDIA & TV

WELCOME TO THE CORE 94!



Dear Radio Personality,



You have taken the first step in owning your own radio show with the hottest station on the web, The Core 94! And all of us in your new broadcasting family are excited about getting to know you and helping you to accomplish your goals. Welcome aboard!

When the five founders (Brittany, Nae, Nneka, Tootie and Kira) first started The Core 94! in 2013 we were clueless about how to make this new station work but with research and trial and error we have finally gotten it down and are happy to share tips on how you can apply some of our methods to your new show. Just remember, be creative, be bold and be you!

While you may be anxious about getting on the air, we want to make sure you are ready so please work on the following:

- Decide on a radio show name.
- Figure out who (if anyone) will be your cohosts and make sure they are ready!
- Determine how you will play music (phone, laptop or dj) If you need a dj, lock one in now.
- Create a FB page, IG page and Twitter with your radio show name.
- Write a brief bio for your show.
- Consider scheduling a photo shoot for you and your co-hosts.
- Have a logo made for your show and a flyer created. Remember your logo must include The Core 94! On it.
- Choose whether or not you will charge for interviews, sponsorships and commercials on your show. If so, decide on pricing early to avoid confusion.
- Create a customized email address for your radio show.
- Select two people to attend the radio equipment training session.
- Consider creating a radio schedule format which will cover when you will go to commercial and music breaks. This reduces stress during the first show.

Once you have this list complete you can be confident that your show should flow seamlessly. You will be contacted within the next few days to schedule your equipment training session and to turn in your radio show contract (included in packet). Please remember to bring a signed copy of this document with you to avoid delays in scheduling.

At that time you should receive the door key code, computer login password and your building access card. If you are missing any of these items please alert your trainer.

As a reminder, all station dues are due by the 3rd of the month to avoid a \$50.00 late fee and show cancellation. The station depends on all of the show hosts to pay their dues so that we can continue servicing the community. Please alert us of any potential billing concerns prior to the 1st so we can attempt to arrange a payment plan.

This may seem like a lot but we assure you that by month two, you will be a radio pro. The station owners, listeners and fellow radio hosts are pretty forgiving so do not freak out. The main thing to remember is to show respect, have fun and most importantly, keep the station clean, organized and professional.

We look forward to your active membership and contributions to the station.

Sincerely,

The Owners of The Core 94!

Brittany, Nneka, Nae and Tootie



STATION RECOMMENDED VENDORS

Photography and Videography

Images by NK

Website: www.Imagesbynk.com

Email: ImagesbyNK@Hotmail.com

Logos and Flyers

Urban Works Agency

Website: www.urbanworksagency.com

Phone: (281) 942-7481

Bio Writing and Press Releases

Music 2 My Ears

Website: www.Music2MyEars.org

Phone: (832) 352-7201

Printing: <http://www.nycegraphix.com> (local) or www.VistaPrint.com (online)



CONTACT DIRECTORY and INSTRUCTIONS

(Please Save)

On Air Support – During Your Show Only

(After completing Troubleshooting Steps on next page)

Contact 1: GroupMe

Request (Can a support person reach out to me at phone number... I need technical support and I am on the air.)

If no response within 10 minutes, please proceed to Contact 2.

Contact 2: Contact Nae Nance Directly (Number Below)

Billing Support

Contact 1: Email Request

Email admin@TheCore94.com with billing questions or detailed payment plan requests.

If no response within 48-hours, please proceed to Contact 2.

Contact 2: GroupMe Request

(Can a owner please reach out to me at phone number....I need to discuss billing.)

If no response within 30 minutes, please proceed to Contact 3.

Contact 3: Contact Brittany Hardiman Directly (Number Below)

Event/Promotion Request

Contact 1: Email Request

Email Neka@TheCore94.com with questions on having your show flyer promoted on The Core's social media account (include graphic as an attachment), or any other promotion related request such as logo or banner usage requests.

If no response within 24 hours, please proceed to Contact 2.

Contact 2: GroupMe Request

(Neka can you please reach out to me at phone number...I have a promotional inquiry.)

Music Request

Contact 1: Text Tootie

To request that music be added or removed from rotation, please reach out to Tootie via text. Include the song name and artist and ask how she would like the MP3 sent.

Nae: (832) 315-7605 | Britany: (281) 840-9234| Neka: (713) 254-1353| Tootie (832)352.7201

Troubleshooting Steps

1. Close and restart the WinAmp program
2. Verify that the volume on the mixer and all channels are up and not muted.
3. Make sure the mute all button has not been pressed.
4. Make sure you are connected to the internet.
5. Verify that the microphone volume is up on the computer.
6. Check to see that all cables are connected
7. Close and restart the computer then try to connect again.



STATION INFORMATION

WEBSITE: WWW.THECORE94.COM

ADDRESS: 2646 S Loop W Fwy #417, 77054

EMAIL: INFO@THECORE94.COM

HOW TO LISTEN:

OPTION 1 - DOWNLOAD THE TUNEIN APP ON ALL ANDROID OR APPLE DEVICES AND SEARCH FOR THE CORE 94!

OPTION 2 – CALL TO LISTEN AT 605.475.8023

SOCIAL MEDIA:

FB: www.FB.com/TheCore94 | Twitter & IG: @TheCore94 | YouTube: www.youtube.com/c/thecore94

**PLEASE PRINT THE
FOLLOWING PAGES
AND BRING YOUR
SIGNED COPY TO YOUR
TRAINING SESSION.**



SERVICE AGREEMENT

THIS SERVICE AGREEMENT, made and entered into on this ____ day of _____, 20____, by and between **The Core 94!, L.L.C.**, hereinafter referred to as "**Provider**" and _____, who is hereinafter referred to as "**Customer**".

RECITALS

1. Provider is in the business of providing monthly radio station rental space and equipment leasing (2-hours per week) and Customer is desirous of purchasing from Provider said access.
2. The parties desire to enter into a written agreement memorializing their understanding.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties agree as follows:

SECTION ONE

SERVICES

Provider shall furnish to Customer, at the address set forth hereinafter, 2-hours of weekly access to The Core 94! Radio station and use of broadcasting equipment.

SECTION TWO

LOCATION

The location to which Provider shall furnish Customer with said access is 2646 S Loop W Fwy #417, Houston, Texas 77054.

SECTION THREE

INVOICING

Invoices shall be issued monthly through e-mail. That said e-mail invoices shall be directed to Customer's e-mail, which is more fully set forth hereafter opposite Customer's signature. The monthly charges for Provider's services shall be paid in advance each month and shall be due on or before the 1st day of said month. In the event payment is not received by Provider by the 3rd day of the subject month, Provider may, at its discretion, charge a \$75 late fee. In the further event that payment has not been received by the 15th day of the month, Provider may, at its election, consider the Customer's service voluntarily cancelled.

SECTION FOUR

CREDIT CHECK

Provider will not provide a credit check on Customer, however, Customer will be responsible for a \$75.00 nonrefundable deposit to cover training costs and one access card.

X _____

SECTION FIVE

TERM

This Agreement shall be for a term of 6 months. In the event either that Customer desires to terminate this Agreement, notice of said election to terminate shall be delivered, by e-mail, to the Provider at the address provided below, no later than thirty (30) days from the date of the desired discontinuation of said services after the 6-month agreement.

In the event that Customer voluntarily cancels this contract prior to the terms expressed in this agreement, Customer will be immediately billed for the remaining months under the term of the contract. If legal action is required, customer will be responsible for court costs and legal fees.

SECTION SIX

PROVIDER'S PROPERTY AND EQUIPMENT

- a. All material and equipment provided by Provider and used in the servicing of the requested services shall, at all times, be and remain the exclusive property of Provider.
- b. Nothing in this Agreement contemplates, constitutes or creates a transfer of license of any intellectual property from Provider to the Customer.
- c. Provider may, in its absolute discretion and without notice to the Customer, at Provider's cost, make changes to or replace the Provider's equipment and any other equipment used in connection with the provision for the services.
- d. The removal or replacement of Provider's equipment may NOT occur without Provider being on the premises or providing written consent to the Customer.

SECTION SEVEN

SERVICE CHARGES

In the event, for whatever reason, the services provided herein to Customer are discontinued, and Provider is required to reconnect said services, Customer shall be liable to Provider for the sum of Seventy-Five Dollars (\$75) for each reconnection.

In the further event a check representing payment to Provider is returned, Customer agrees to pay an additional Twenty-Five Dollar (\$25) service charge.

SECTION EIGHT

RECEIPT OF SERVICES

Customer will be deemed to have accepted the services of Provider after the completion of station equipment training which will occur within one month of contract deposit.

SECTION NINE

REPAIR

Provider will monitor and maintain the services agreed to be provided herein on an everyday basis throughout the term of this Agreement. Provider's obligation under this Agreement does not extend to any relocation, maintenance, repair, alteration, modification or adjustment which becomes necessary due to, resulting from, or in any way related to, damage, misuse or failure on the part of Customer. In the event that Customer cannot air a show due to equipment damage, Provider will provide a make-up date to the Customer.

SECTION TEN

MAINTENANCE AND DAMAGE

Provider shall be the sole contact for reporting trouble with respect to the services. The telephone number, and other such numbers, to provide for contact is more fully set forth opposite the signature block of this Agreement. Upon receipt of a trouble notice, Provider shall take that action to best address the present situation. Provider may be required to suspend the services of Customer for a reasonable period. Provider reserves a right to charge Customer for unnecessary service calls requested by Customer, which calls are caused by Customer or third party equipment, services or actions.

In the event the equipment provided herein for the services to Customer are damaged while on the property of Customer, Customer shall be responsible for damages not exceeding Two Hundred Dollars (\$200) or in the event the damages may be occasioned by an "act of God", up to One Hundred Dollars (\$100).

SECTION ELEVEN

INDEMNITY

Customer shall indemnify and hold Provider harmless from any and all loss, liability or damage arising from any and all claims by any third party in connection with the use of the services provided herein. The indemnity contained within this Agreement shall survive the termination of this Agreement.

SECTION TWELVE

CHANGE REQUEST

In the event Customer desires to make a change to its services or add additional services, Customer shall, by e-mail, submit said changes to Provider and Provider agrees to respond to said request, by e-mail, within seven (7) business days from the receipt of said request.

SECTION THIRTEEN

DISPUTE RESOLUTION

In the event any dispute, controversy or alleged breach respecting this Agreement occurs during the term of this Agreement, said dispute shall be submitted for mediation. In the event a mediator cannot be agreed upon between the parties, each of the parties shall appoint a mediator who, in turn, shall agree upon the third mediator to hear said dispute.

SECTION FOURTEEN

INDEPENDENT CONTRACTORS

The parties agree that the relationship created herein is that of independent contractors.

SECTION FIFTEEN

STATION RULES

- 1. Do not allow your guests or hosts to loiter in the hallway. There are other businesses located in our area, and we want to be respectful of those tenants and their clients.*
- 2. Clean up after your show. Shows that leave the station untidy will be charged a \$15.00 clean up fee. If the station is not up to par at the beginning of your show please notify us via email at admin@thecore94.com.*

3. *Do not slide the volume on the mixer all the way to the bottom. This causes unnecessary confusion for the next host.*
4. *Put all trash in the trashcan or take it with you after your show.*
5. *Take your recording after your show. Please bring your USB every week.*
6. *Limit Noise and Guests. The station has a maximum occupancy of 8 people at a time.*
7. *Respect The Station. Any issues with the station should be addressed with station owners. Any show owners found slandering the station or hosts will be grounds for voluntary cancellation.*
8. *Report All Damages. It is the duty of show owners to report any damaged equipment before or during their show to one of the station owners immediately by emailing admin@TheCore94.com. Failure to report damages or a dirty station before starting your show will result in show owner being penalized for damages.*

SECTION SIXTEEN
GENERAL PROVISIONS

- a. All amendments to this Agreement shall be in writing, duly executed by each of the parties.
- b. Customer shall not assign this Agreement without the prior written consent of Provider.
- c. This Agreement constitutes the entire agreement between the parties.
- d. This Agreement shall be governed by the laws of the State of Texas.
- e. All notices provided for herein shall be given, in writing, and transmitted, either by letter or e-mail, to the addresses more fully set forth by the parties' signatures.
- f. The invalidity or enforceability of any one or more provisions of this Agreement shall not effect or impair any other provision of this Agreement.
- g. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which taken together shall constitute but one in the same instrument.

DATED the day and year first above written.

"PROVIDER" The Core 94!, LLC., | Address: 2646 S Loop W. Fwy #417, Houston, TX 77054

E-Mail: admin@TheCore94.com

BY: _____
 Owner

"CUSTOMER" Legal Name: _____

Signature: _____

Address: _____

E-Mail: _____

ACKNOWLEDGMENT

____ day of _____, 20____

X _____