

RedRadio Event Protocol and Policy

RedRadio aims to deliver exceptional student-driven radio that entertains, engages, and informs. We aim to be the source for music, interviews, announcements, and shows at events, promoting the vibrant energy of our Redhill community. In order to ensure we can do this, kindly respect our new event protocol.

- **Booking Process:**
 - Applications for services should be made via email, providing detailed information on [RedRadio Event Application](#).
 - Requests should be made at least a week in advance.
- **Confirmation:**
 - Once a request is received, operations manager, Lia Greenhill, will confirm the availability of services and discuss any further details.
- **Timelines:**
 - RedRadio requires an event schedule and timeline breakdown for longer events. Alongside this, any announcements need to be included, alongside their times
- **Communication:**
 - Please maintain regular communication before and during the event to address any changes or concerns promptly.
 - All RedRadio communications are to be directed to the official Studiorad email, kindly ensure that you copy (CC) Lia Greenhill and Kyla Laschinger on all correspondence.
- **Content:**
 - RedRadio reserves the right to refuse or modify content that conflicts with the station's guidelines, regulated under broadcast law.
- **Branding:**
 - RedRadio may request branding opportunities at the event, such as displaying the station's marketing assets or social media mentions.
- **Feedback:**
 - Our team appreciates feedback and welcomes suggestions for improvement after the event.

CONTACTS

Operations Manager: Lia Greenhill - 24liagre@redhill.co.za

Studio Manager: Kyla Laschinger - 24kyllas@redhill.co.za

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