

**PORTSMOUTH COMMUNITY RADIO**  
**WSCA-LP, 106.1 FM**  
**COMMUNITY CALENDAR POLICY**

This policy is intended to establish guidelines governing the submission and inclusion of items for placement in the Community Calendar announcements.

1. All items intended for submission to the Community Calendar must be directed in writing to the Community Calendar Director. Items may be deposited in the Community Calendar mailbox at the studio, sent via regular mail to 909 Islington Street, Portsmouth, NH, 03801, or, most preferably, *via e-mail to calendar@wscafmm.org*.
2. The Community Calendar *serves listeners in the broadcast signal area of Portsmouth Community Radio* or near to it. That area includes the communities along the coast from York Beach, ME, to Rye, NH; the communities situated northwesterly from Rye, NH, to Newmarket, NH; and the communities east and northeast of Newmarket up to Dover, NH, and east to York Beach, ME.
3. Community Calendar notices are read on-air in random order, typically between the hours of 6 am and 2 am.
4. All submissions will be reviewed and approved by Portsmouth Community Radio before being made available for broadcast. Portsmouth Community Radio *reserves the right to edit submissions*. Portsmouth Community Radio does not confirm the details of the event and is not responsible for reporting inaccurate information.
5. Submissions are *limited to 100 words*.
6. Items should be submitted *at least fourteen days in advance of the earliest event date listed* in the notice, if any; items not containing a specific event date may, nevertheless, still not be aired until at least fourteen days following our receipt of the item.
7. Items should *contain the name, telephone number and e-mail address of a contact person*, all of which can be announced on-air.
8. There is no cost to submit an item to the Community Calendar.
9. The following types of events are *eligible for inclusion in the Community Calendar* announcements:
  - \* An event that is *free and open to the public*, whether sponsored by a for-profit or not-for-profit group.
  - \* An event *hosted by an official 501(c)(3)* non-profit organization, whether free or paid admission.

(Paid events hosted by a for-profit, with “net proceeds” going to a non-profit, are excluded because the Federal Communications Commission regards such events as being promotional for the for-profit company even though a non-profit group might b).

- \* An event hosted by a public, private or charter school.
- \* Crafts fairs and farmers markets.
- \* Municipal celebrations.
- \* Fundraisers for persons or families in need.
- \* Art receptions, but not exhibits.

10. ***We will not include in the Community Calendar*** items related to the following:

- \* Worship services of any denomination or religion.
- \* Events that are out of the broadcast signal area.
- \* Political gatherings for a political candidate within one month prior to an election, unless all candidates for that office are represented at the event.
- \* Sales or promotional activity (e.g., ribbon-cutting ceremonies) by for-profit individuals or businesses.

11. We are not permitted to announce on-air the price of admission for an event, unless it is a Portsmouth Community Radio event.