

# KCWU Song Requesting

## Guidelines for DJs/Show Hosts

1. Please use **ONLY** the online song request form. Paper or email requests will not be accepted. All requests must be submitted through the online form. Scan the QR code below for easy access, or go online to <https://www.881theburg.com/songrequest>.
2. Some things to consider when requesting:
  - a. If the Program Director or Music Director cannot find a radio edited (clean) version of the song, your request may be delayed due to editing, or may be denied.
  - b. We must have 100% legal rights to play songs through ASCAP, BMI, SESAC, and GMR.
  - c. We must have a way to legally obtain the music file through online sources or a physical album.
  - d. If requesting local or unsigned bands, talk to KCWU staff before requesting.
  - e. Be specific by listing **SONG** and **ARTIST** in all requests.
  - f. We are only able to load songs that:
    - 1) Are radio-friendly, 2) We have rights to play, and 3) We can legally download.
3. Limit your show's requests to **10 songs a month**, or 5 songs bi-weekly per radio show.
4. Song requests represent a **monetary and time investment** by 88.1 The 'Burg. Songs you request **must be able to be played outside of your show**, so please make our investments worth it.
5. If requesting a song longer than **6 minutes**, you must schedule a meeting with PD and/or MD for permission.
6. We expect the songs you request to be played **multiple times**, by you, on your show.
7. Song suggestions are reviewed weekly. Please allow us time to process the requests in a timely manner. Plan any time-sensitive requests ahead of time.
8. Before requesting, please check the WideOrbit (WO) Music Library; **we may already have the song you are looking for**. If the song is not already in WO, check out our 50,000+ song library; we have lots of good options to browse.
  - a. Come in anytime to search the database.
    - i. If the main studio is occupied, feel free to use Burg 2 or the Training Studio. We are always willing to help.
  - b. When searching for songs in WO, be conscious of special symbols that are in song/artist names (Ex: "ACDC" vs "AC-DC" yields different results)
  - c. Be persistent with searching, it can be very particular, and there are many bands in the system that you haven't heard of (yet!).
  - d. If you want to sort by genre, here are some handy shortcut codes:
    - i. POP - POP
    - ii. IND - INDIE/ALTERNATIVE
    - iii. CRK - CLASSIC ROCK
    - iv. URB - RHYTHM - URBAN - HIPHOP
    - v. ALT - CLASSIC ALTERNATIVE
    - vi. COW - COUNTRY
    - vii. MET - METAL
    - viii. BLU - BLUES
    - ix. JAZ - JAZZ
    - x. EDM - ELECTRONIC DANCE MUSIC

If you have any questions:

- Email [kcwu\\_pd@cwu.edu](mailto:kcwu_pd@cwu.edu) and [md@cwu.edu](mailto:md@cwu.edu)
- Talk to your trainers, or email [kcwu\\_td@cwu.edu](mailto:kcwu_td@cwu.edu)
- Talk to Tommy, the General Manager, [kcwu@cwu.edu](mailto:kcwu@cwu.edu)

