



PEP RADIO TRAFFIC INSTRUCTIONS FOR 2019

DATE: January 1, 2019
TO: General Managers and Station PEP Coordinators – SC Radio Stations
FROM: Margaret Wallace, Executive Director
South Carolina Broadcasters Association
SPONSOR: SC Technical College Systems

FORMAT:

SC TECH- rotate these (four :30 or four :60) equally through June 2019

[:30 spot – SC TECH – SPOT 1](#)

[:30 spot – SC TECH – SPOT 3](#)

[:60 spot – SC TECH – SPOT 1](#)

[:60 spot – SC TECH – SPOT 3](#)

[:30 spot – SC TECH – SPOT 2](#)

[:30 spot – SC TECH – SPOT 4](#)

[:60 spot – SC TECH – SPOT 2](#)

[:60 spot – SC TECH – SPOT 4](#)

All of these spots should air between January 1 - June 30, 2019.

MESSAGE:

These spots promote the educational value of the SC Technical College System and encourages attendance throughout the State of South Carolina.

LOGGING/SCHEDULE:

PEP spots for South Carolina Broadcasters Association sponsors should be logged as such, so detailed monthly reports can be provided to the SCBA office. Please run the two English versions equally. The Spanish version is to be used if you utilize Spanish spots. **All PEP spots should run in the best time periods available (6a-12a, if possible) and as frequently as possible.**

WEBSITE SUPPORT: For all PEP Partners -- Links to spots for download, traffic instructions, and summary report form are available at http://www.scba.net/ncsa_stationparticipation.htm

REPORTING PROCEDURE:

Please see the PEP Monthly Summary attached (produce copies as needed). Each month, the Summary is to be completed with the total number and dollar value of the spots aired. You may mail signed Summary and supporting documentation showing dates and times of spots aired to:

SCBA
2711 Middleburg Drive, Suite 201
Columbia, SC 29204

Thank you for your support of this campaign. Any questions, call the SCBA office at 803-732-1186.

PEP MONTHLY SUMMARY- Fill out a separate report for each campaign

The attached documents indicate our use of the SCBA-PEP spots for

SC TECH

(PEP partner agency/organization)

For the month of _____, 2019.

Had they been purchased as a commercial buy, the total cost for these spots (based on our current rate card) would have been \$ _____. The total number of spots we ran for the above month was_____.

Signed _____

Station _____

Phone Number (____)_____

Email Address_____

Please return this sheet and supporting documentation by **e-mail** to paula@scba.net