

*Advanced Radio- 5th and 6th Hours*

Feb 24-28 and March 2-6 (Sub on 2/28, 1-3 half day on 3/6)

**Adv Radio-Unit K: Pledge Drive Prep, Underwriting-** This week, we will begin our push to prep for Underwriting and Pledge Drive shifts.

Monday 2/24

- Attendance/log agendas
- Dates announced for Pledge Drive. Applications available.
- Handout pre-pledge sheets
- Rules of the road Power Point
- Practice run: Meeting with a prospective client (Chap 7, Underwriting 101, How to Sell Handout) **CREATE A PRINT VERSION OF THIS FOR HANDBOOK**
- Final news stories due THURS**

Tues(2/25-Friday(2/28)

- Attendance/log agendas
- FINALIZED PLEDGE DRIVE SCHEDULE POSTED
- Attendance/log agendas
- Live Shows and show prep (as scheduled), Weekly Deliverables (due Fri), Work on Project and/or Proficiencies. Set-up your appointment with local underwriter, grid selection, Work on 3rd Project.
- Make Appt
- Form due dates
- Spec Spot/Meeting w/ Client to Edmodo

Monday, 3/2

- Attendance/log agendas
- Pre-pledge sheets, due 3/13 (Wednesday of next week)
- Covering the bases: Flyer, Contract, Feedback Forms
- More Underwriting “play acting”
- Schedule Production Pieces for Edmodo

Tues(3/3)-Fri(3/6)

- Attendance/log agendas
- 2 Proficiencies Due**
- Finish other schedules/paperwork for Pledge Drive
- Live Shows and show prep (as scheduled), Weekly Deliverables (due Fri), Set-up your appointment with local underwriter, grid selection, Work on 3rd Project