



## *Radio for Communicating with Communities* Implementation Checklist

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Have you assessed the communication needs, identified that radio is a preferred communication channel, and that there is no current (pre-existing) station that you can work with? Then you might want to consider the following key ten steps establishing a radio.

- 1. Do you have community buy-in? (is this something a channel that is prioritised)? Who will listen - do the community have radio-sets? Do you need to establish listening groups to target certain audiences?
- 2. What are the editorial values of the station? Who will create the content - and how will the community's voices be reflected?
- 3. What language(s) will your broadcast in? How do you include all groups, including the host community?
- 4. Have you done your licensing homework? Do you know who will apply and what is the process?
- 5. Have you determined where the radio station will be? Where do you need to broadcast? The size if this area will have an impact on the transmitter you procure, and the technology you pursue
- 6. Have you determined a full list of the hardware required and do you have resources for this?
  - FM Transmitter and antenna
  - Mixing Desk (also possible to use a software mixer)
  - Microphones
  - Headsets
  - Furniture
  - Soundproofing
  - Mobile Audio Recorders
  - Relevant Cables
  - Laptop(s)
  - (Smart)Phone(s)
- 7. Have you determined how you will power the radio? Will it be a solar solution? If so, have you adequately specced and planned to resource the:
  - Solar Panels
  - Inverter
  - Charge Controller
  - Batteries
- 8. How will the radio station be governed? Have these roles and responsibilities been mapped? Who will fill these roles?
- 9. How will the radio station support itself? Is there a sustainability strategy?
- 10. Have you engaged with local media to leverage their expertise and identify areas for collaboration?