

Underwriting Procedure

1. Reach out to underwriters
 - a. Making contact with potential underwriters or renewals
 - b. Provide info on underwriting WVEW using this [doc](#)
 - c. Email board@wvew.org to let them know you made contact.
2. Paperwork
 - a. Underwriting coordinator updates spreadsheet with info
 - b. Collect the payment
3. Spot Compliance
 - a. Work with underwriter to write spot copy, refer to guidelines [here](#) and [here](#)
 - b. Email the copy to the Board
 - c. Board will review and advise of any edits required
 - d. If necessary the Board will seek guidance from JIm Maxwell
4. Arrange the spot recording
 - a. Decide who will record it, what music you will use, reserve some studio time
5. Upload and Announce
 - a. Send an email to Yahoo group
 - b. Upload to Megaseg and iMac