



BMI-07 PER PROGRAM QUARTERLY MUSIC REPORT INSTRUCTIONS

Stations licensed under the BMI-07 Radio Station Per Program License are contractually required to submit a Quarterly Music Report for one week per calendar quarter, even if you did not broadcast any BMI-affiliated music during the requested week. BMI will notify your station in writing of the week within the calendar quarter for which your station will be required to submit a Quarterly Music Report.

Quarterly Music Reports must be submitted to BMI within 30 days following the report week

You can file your Quarterly Music Report electronically via BMI's online service, **Radio Select**[®], instead of filing out the attached paper report forms. To request access to Radio Select, please email your request to radioselect@bmi.com. Please include your name, the call letters of the radio station(s) for which you will be reporting, and your phone number. If you decide to utilize the paper forms and require help with completing your Quarterly Music Report, please call or email us and we will be happy to assist you. Additional blank report forms are available for download on our website at: <http://www.bmi.com/licensing/entry/C1171>. Please submit completed and signed Quarterly Music Reports via fax to **Radio Per Program Operations** at **615-401-5420**.

SCHEDULE 1

ACCOUNT INFORMATION

1. **Radio Station Covered By This Report:** Enter your station's call letters (indicate AM or FM) and your station's 7-digit BMI Account Number.
2. **Date Range of Week Covered By This Report:** Enter the first and last day (MM/DD/YYYY) of the report week as indicated in the "Request for QUARTERLY MUSIC REPORT" letter from BMI.
3. **Other Stations Covered By Report (100% Simulcast Stations):** List the call letters of all other stations (either co-owned or for which you are the Local Manager/Time Broker) that simulcast 100% of your station's programming in the spaces provided. Stations simulcasting less than 100% of your station's programming must complete and submit separate Quarterly Music Reports.

PART 1 - TOTAL WEIGHTED PERIODS COMPUTATION

If your station was ON AIR 24 HOURS A DAY during the report week, check the box at the right, skip the table in **PART 1**, and proceed to **PART 2**. Otherwise, stations that are ON AIR LESS THAN 24 hours a day must complete the steps detailed below:

1. **No. of Hours on Air During Time Period Per Day (Col. 2):** Enter the number of hours per day your station was regularly on air during the report week for each respective time period. The maximum number of hours for each time period are as follows:

	<u>Time Period</u>	<u>Maximum No. of Hours</u>
Weekdays:	Midnight to 6:00 A.M.	6
	6:00 A.M. to 10:00 A.M.	4
	10:00 A.M. to 3:00 P.M.	5
	3:00 P.M. to 7:00 P.M.	4
	7:00 P.M. to Midnight	5
Weekends:	Saturdays/Sundays	24

2. **No. of Periods on Air Per Day (Col. 4):** Multiply the entries in **Col. 2** by the multiplier of **4** in **Col. 3** and enter the results in **Col. 4**.

3. **No. of Weekdays, Sats., and Suns. In Week (Col. 5):** This represents the number of weekdays (Monday - Friday), Saturdays, and Sundays in the report week.
4. **Total No. of Periods on Air During Week (Col. 6):** Multiply the entries in **Col. 4** by **Col. 5** and enter results in **Col. 6**.
5. **Total Weighted Periods (Col. 8):** Multiply the entries in **Col. 6** by the respective decimal amounts in **Col. 7 (Applicable Weight)** and enter the results in **Col. 8**.
6. Sum the entries in **Col. 8 (Total Weighted Periods)** and enter the total in the **Total Weighted Periods (Add entries in Col. 8)** box.

PART 2 - COMPENSABLE WEIGHTED PERIODS COMPUTATION

Complete **one** of the following reporting options (**A.**, **B.**, **C.** or **D.**):

- A. If your station **DID NOT** broadcast any feature music during the report week, check the box at the right, omit SCHEDULE 2 and complete the SUBMITTED BY section at the bottom.
- B. If your station broadcast feature music during the report week and you elect to report ALL feature performances of music individually on SCHEDULE 2 (elect **not** to concede any programming periods), you may do the following:
 1. Skip **PART 2 - COMPENSABLE WEIGHTED PERIODS COMPUTATION**.
 2. Complete the steps outlined for **SCHEDULE 2** below.
- C. If your station broadcast feature music during the report week and you wish to **CONCEDE ALL** of the programming periods that contain feature music, you may do the following:
 1. Enter number of CONCEDED clock 15-minute periods by Time Period for each day of the week (Col. 2): Determine the number of 15-minute programming periods you wish to concede for each time period listed in **Col. 1** for each day of the week and enter those numbers in **Col. 2**. To calculate the total number of conceded 15-minute periods for a program or programming block, use the formula detailed in the example below:

Example 1: A station reporting for a week in January 2004 wishes to concede a 3-hour music program that aired Wednesday from Midnight to 3 A.M. The number of conceded periods would be computed as follows, with the result entered for Wednesday:

<u>Time Period</u>	<u>Program Length</u>	15-min. periods <u>per hour</u>	Total Conceded <u>periods</u>
Weekdays: Midnight-6:00 AM	3 hours	X 4	= 12

2. **Total 15-Minute Periods (Col. 3):** Total the entries in **Col. 2** for each time period and enter the results in **Col. 3**.
 3. Multiply the totals in **Col. 3** by the applicable **Time Period Weight in Col. 4**. Enter the results in **Total Conceded Periods in Col. 5**.
 4. Total all entries in **Col. 4** and enter the result in the **Total Conceded Weighted Periods** box.
 5. Omit the **SCHEDULE 2** form (Feature music performance information does not have to be provided when broadcast during conceded periods).
- D. If your station broadcast feature music during the report week and you wish to **CONCEDE SOME** of the programming periods with feature music use **AND** report feature performances individually for the other programming periods, you may do the following:
 1. Complete all steps for the programming periods with feature performances of music you have chosen to concede on **PART 2 - COMPENSABLE WEIGHTED PERIODS COMPUTATION** (as detailed above in Step C).
 2. Complete all steps to report all non-conceded programming periods with feature performances of music on **SCHEDULE 2** (detailed below).

IMPORTANT:

- ✓ Please be sure to write your name, title, signature, and date in the **SUBMITTED BY** section at the bottom-right corner of **SCHEDULE 1**. The reports cannot be processed by BMI without the appropriate signature.
- ✓ You must fax a copy of your Quarterly Music Report to the Radio Music License Committee (RMLC) at (212) 754-9286 in addition to submitting your report to BMI.

SCHEDULE 2

You **DO NOT** need to complete **SCHEDULE 2** if:

- A. Your station did not broadcast any feature music during the report week and you checked the box next to Step **A** under **SCHEDULE 1, PART 2 - COMPENSABLE WEIGHTED PERIODS COMPUTATION**.
- B. You elected to concede **ALL** programming periods containing feature music in the Step **C** table under **SCHEDULE 1, PART 2 - COMPENSABLE WEIGHTED PERIODS COMPUTATION**.

Please **TYPE** or **LEGIBLY PRINT** all entries on this form.

You may report feature performances on forms other than the BMI SCHEDULE 2 form provided that all information requested on the BMI SCHEDULE 2 form is included (e.g. You may submit an output report from your station's traffic or music scheduling software).

You may report feature performances for multiple dates on the SCHEDULE 2 form.

1. **Call Letters:** Enter your station's call letters. Indicate AM or FM.
2. **Account No.:** Enter your station's 7-digit BMI account number.
3. **Date Range of Week Covered By Report:** Enter the first and last day (MM/DD/YYYY) of the week for which you are reporting feature music use.
4. **DATE OF BROADCAST:** Enter the date for each feature performance you are listing.
5. **TIME OF BROADCAST (Specify A.M. or P.M.):** Enter the time of broadcast for each feature performance you are listing. Please be sure to specify A.M. or P.M.
6. **TITLE OF COMPOSITION:** Enter the full title of every composition, in whole or in part, broadcast during the program. Please do not abbreviate the title(s).
7. **WRITER(S)/COMPOSER(S):** Enter the full name(s) of the composition's writer(s). *If you are unable to provide the writer(s) or composer(s), please provide the information in Step 9 (Publisher(s)) and/or Step 10 (Recording Artist).*
8. **PUBLISHER(S):** Enter the name of the composition's publisher(s).
9. **RECORDING ARTIST:** Enter the name of the composition's recording artist.
10. **Public Domain (✓):** Check this column if the composition is known to be a public domain work. Please indicate the arranger of the public domain work in the **WRITER(S)/COMPOSER(S)** column.
11. **Page No. _ of _ :** Write the number of each page in the space provided to ensure the pages are kept in the proper order.