

**Your Name:**

**Your Code:**

**Date:**

## **PLEASE ADD to "SPORTS SOUNDS PRO" Form** <sup>11</sup>

You are NOT allowed to save or add to the Sports Sounds Pro program. If you want something added to the program, then do the following:

1. Save the production in the appropriate folder in your own folder on the server. Also back it up on your USB Drive.
2. Copy the production and paste it into the "Please Add" folder that is inside the MASTER APPROVE folder on the radio server. *(Note: If approved, we will copy this into a special production folder and delete it from this "Please Add" Folder. If it is not approved, then it will be deleted and you will be notified. Obviously, be sure to have your original backed up in your own server folder and on your USB drive, just in case.)*
3. Completely fill out this form and save it to the "IN-Basket" folder on the server. Check the "OUT Basket" on the server each day. This form will eventually be placed in it a managerial response (either " approved and added" or "not added") and perhaps with managerial feedback. After you read the response, delete the form from the OUT-Basket.

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### **Production to be added to Sports Sounds Pro:** (list each separately)

**1. File Name of Production:**

**Type of Production:**

**Your Comments (if needed):**

**Managerial Decision:**        Approved and Added        NOT Added

**Managerial Feedback:**

**2. File Name of Production:**

**Type of Production:**

**Your Comments (if needed):**

**Managerial Decision:**        Approved and Added        NOT Added

**Managerial Feedback:**

**3. File Name of Production:**

**Type of Production:**

**Your Comments (if needed):**

**Managerial Decision:**        Approved and Added        NOT Added

**Managerial Feedback:**